



**Position Description**  
**Development Coordinator**  
Full-Time Position

**Overview of Organization**

The U.S.-Japan Council is a 501(c) 3 non-profit educational organization that contributes to strengthening U.S.-Japan relations by bringing together diverse leadership, engaging stakeholders and exploring issues that benefit communities, businesses and government entities on both sides of the Pacific. The Council promotes people-to-people relations as crucial to a strong U.S.-Japan relationship.

**Responsibilities**

The Development Coordinator position will have primary responsibility for administrative and operational support to U.S.-Japan Council (USJC) development activities. This position is in the Washington, D.C. headquarters' office, and provides direct support to the President and Senior Vice President for Development, as well as support to USJC staff directors of USJC initiatives in Tokyo and Silicon Valley and to the Board of Directors Development Committee. The Development Coordinator will interface with donors and related stakeholders. The position reports to the Senior Vice President for Development. The duties include but are not limited to the following:

**Development Coordination Activities:**

1. Work with Senior Vice President for Development and President to implement development strategies to achieve annual development goals for USJC (US), USJC (Japan), TOMODACHI, and the Silicon Valley-Japan Project.
2. Maintain donor database, record-keeping, and ensure timely acknowledgement of contributions. Coordinate with Finance Department to ensure monthly reconciliation of donor contributions. Support the Senior Vice President for Development in the creation of monthly and annual fundraising reports.
3. Support the design and production of development-related materials including website information, invitations, donor recognition, donor thank you notes, and annual report.
4. Track and meet grant submission and reporting deadlines in conjunction with USJC Finance Department and Program Staff.
5. Coordinate the gathering of information (budgets, materials, evaluation reports, etc.) to support contribution requests and reporting.
6. Track the fulfillment of grants with program staff and serve as an ongoing liaison to donors.
7. Work with the staff team to implement events to support development, e.g., donor receptions and donor dinners.

8. Assist in organizing other events (public and invitation) to help promote USJC as appropriate.
9. Support the Board of Directors Development Committee.
10. Assist in maintaining donor relationships through keeping donors updated on key USJC and TOMODACHI activities and programs.
11. Identify, qualify, and prioritize potential funders for specific programmatic initiatives. Compile background information and research on potential donors.
12. Other duties as may be assigned.

Required Qualifications:

1. Bachelor's Degree is required.
2. Minimum two years of experience in development or related areas required.
3. Demonstrated effectiveness in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, the general public, and donors.
4. Commitment to professional ethics in working with highly confidential, sensitive information.
5. Comfort with ambiguity, the ability to respond adeptly to rapidly changing priorities, and ability to work well under pressure.
6. Detail-oriented and organized, with the strong ability to successfully multi-task as necessary or requested.
7. Experience with the use of social media for marketing and development support preferable.
8. Demonstrated commitment to an organization's mission and ability to present, inform, and motivate individuals and groups about organizational mission and programs.
9. Excellent verbal and written communication skills. Fluency in English required. Fluency in Japanese language is strongly preferred.
10. Extensive computer skills, including intermediate or higher level proficiency with Microsoft Office (EXCEL, PowerPoint, and Word) and experience working with electronic donor tracking systems/databases.

To apply, please send CV (resume) and cover letter to: [hr@usjapanCouncil.org](mailto:hr@usjapanCouncil.org), subject line, "Development Coordinator." Review of applications will begin September 11, 2015. Preferred start date October 1, 2015.

The U.S.-Japan Council is an EEO employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.