



THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

Title: Development & Programs Assistant/Manager
Position Type: Regular, Exempt (Salaried), Full time
Level: Assistant/Manager (depending on experience)
Start Date: 31 August 2026
Reports to: President

Roles and Responsibilities

Japan-America Society of Washington DC (JASWDC) is uniquely situated to pursue its mission of promoting friendship and understanding between Americans and Japanese in the Nation's Capital. Drawing on the unique resources of the national capital region the Society's over 60-year history, JASWDC offers diverse programming that spans the educational, cultural, business, and policy spheres. JASWDC produces over 80 programs each year and has the longest-standing Japanese language school in Washington, D.C. For 60 years, JASWDC has been the organizer and presenter of Sakura Matsuri – the largest Japanese cultural event in the United States. JASWDC is also home of the National Japan Bowl Japanese language & culture competition, as well as Washington, D.C.'s annual U.S.-Japan Capital Gala.

JASWDC seeks a Development & Programs Assistant/Manager who will support Society efforts to recruit donors and sponsors, assisting with creation of contracts, outreach materials, and fulfillment of obligations to Society stakeholders. The Development & Programs Assistant/Manager will also play varying roles in support of JASWDC programs, with a significant focus on the Sakura Matsuri-Japanese Street Festival.

Work at the Japan-America Society of Washington DC is not a “normal job.” Our work supports the people-to-people ties that lie at the heart of the most important bilateral relationship in the world. As a team member, this position is part of one of the largest US-Japan cultural institutions in the world, and part of a venerated educational and cultural institution that offers cultural enrichment to our National Capitol Region community. Being part of the Society's small team means that each role is important and includes opportunities and responsibilities that exceed (often by extreme measures) those of a “normal job”. The individual in this role will make a difference and will see clearly the fruits of their efforts.

Roles and Responsibilities include, but are not limited to:

General Program Support

- Work as a part of the JASWDC team to advance Society and community partner programming in service of JASWDC mission.
- Collaborate with staff on end-to-end event execution, including promotion, registration, volunteer recruitment, setup, on-site logistics, and teardown.
- Staff Society programs and events both on-site and off-site, providing exemplary customer service to Society members and stakeholders.
- Serve as the primary planner for ad-hoc projects and community partnership activities as assigned.

Development & Sponsor Management

- Coordinate closely with the President to advance donor and corporate sponsor recruitment efforts.
- Participate in donor calls and draft tailored sponsorship proposals and acknowledgment materials.
- Manage the tracking, data entry, and documentation of all stakeholder outreach within the Society's CRM system.
- Serve as the central manager for the Corporate Community Annual Sponsorship program.

Sakura Matsuri-Japanese Street Festival Support

- Manage sponsor contracting and fulfillment workflows.
- Oversee the planning and execution of VIP festival events, including the Chairman's Hospitality Suite and the Capitol Hill Reception.
- Provide operational backstopping and task fulfillment under the direction of the Matsuri Coordinator.

Candidate Qualifications

Core Requirements (All Levels):

- A Bachelor's degree.
- Outstanding organizational skills, sharp attention to detail, and excellent written/oral communication skills.
- A welcoming demeanor with a demonstrated knack for customer service and building rapport with diverse groups.
- A desire to work with passionate and motivated volunteers and other stakeholders.
- Proficiency in Microsoft Excel, familiarity with CRM databases, and an ability to quickly adapt to new digital platforms.
- Willingness to work flexible hours outside the standard work week (evenings and weekends) as is often required by Society events.
- **Preferred:** Knowledge of Japanese language and culture.

Assistant-Level Specifics (Starting Salary: \$40,000):

- 1–2 years of professional office experience.
- Ability to execute guidance independently, asking clarifying questions when necessary to complete administrative and logistical tasks.
- Comfort helping to coordinate volunteers or interns during events.

Manager-Level Specifics (Starting Salary: \$50,000):

- 3+ years of professional office experience.
- Experience with donor/sponsor engagement or non-profit fundraising.
- Ability to independently advance one's own knowledge and specialization based on a comprehensive understanding of the role; ability to seek and propose alternative means of reaching given goals.
- Proven experience independently managing programs, handling basic project finances/accounting, and resolving conflicts.
- Advanced capability to prioritize competing tasks, delegate to teams, and find creative solutions under tight timelines.

Benefits

- Flexible work hours and option of regular telework
- Two weeks paid leave, plus one week of office closure during winter holidays
- Health & Dental insurance
- 403b retirement plan with matching contributions up to 5% (after a year of employment)
- Friendly and welcoming work environment

Application Instructions

Interested candidates should fill out an application at

<https://jaswdc.app.neoncrm.com/forms/application>, submitting both a resume and cover letter.

Please provide the names and contact details of three references either in your resume or on a separate sheet. Position open until filled.

