

JASC is now hiring a new Executive Director. Those interested in the exciting challenge of leading this organization should take a moment to read over the job description and requirements, by clicking on the following link: [Executive Director Job Description](#). JASC's Executive Director is a full-time, salaried position. The successful applicant will start at the beginning of the year. Applications should be received by Friday, December 2nd. Please email cover letter and resume to: [info@jascolorado.org](mailto:info@jascolorado.org).

Japan America Society of Colorado

Job Description: JASC  
Executive Director

Primary Duties:

- Report to, and accept supervision from, the President and Executive Committee.
- Manage day-to-day activities and affairs of the organization.
- Manage day-to-day financial matters of the organization in a high-quality manner. This includes ensuring all financial records are current and highly organized, and that reports, including financial statements, bank reconciliations and payroll reports are prepared monthly and submitted to the President, Treasurer and Board for review. This also includes taking the lead with assistance with the officers and Treasurer, in preparing the annual budget and quarterly and annual tax filings.
- Effectively recruit, manage, train and supervise any staff members of the organization (paid and volunteer) including providing performance reviews and hiring.
- With direction from the Board of Directors and committee chairs, assist with:
  - Recruiting committee members, scheduling meetings, preparing agendas and other meeting materials;
  - Planning, promoting, implementing and managing current activities, such as conferences, programs, seminars, lectures and other special events;
  - Recruiting, retaining and upgrading membership levels and designing and implementing programs aimed at bringing in new members;
  - Developing and implementing fundraising strategies, pursuing grant opportunities and new revenue sources.
- Ensuring the maintenance of a comprehensive and up-to-date membership database.
- Develop and deliver, in a timely manner, a bi-monthly newsletter, annual/semi-annual membership director and all other mailings to members.
- Update the website, membership database and other promotional materials.
- Along with the President and other officers, serve as a spokesperson for the organization in dealing with the public, the press and all interested organizations.
- Maintain good relationships with members, government offices in Colorado and Japan-related organizations, and Japanese businesses located in Colorado.
- Maintain a favorable work atmosphere and climate that attracts and motivates top quality members of staff, both professional and volunteer.
- Attend, as requested, the National Association of Japan America Societies (NAJAS) conference every year and attend meetings of the Executive Directors of state

societies—as approved by the Executive Committee.

- Take the lead and initiative in making JASC the resource in Colorado for all things Japan, and make suggestions to the President and Executive Committee to improve the organization.

### Qualifications:

- Highly energized individual with leadership ability and a clear desire to support the mission of the organization.
- Leadership skills and ability to take initiative.
- Strong organizational, social, writing and communication skills.
- Excellent interpersonal skills: ability to establish effective relationships across the community, ranging from American and Japanese government and business officials to members and volunteers.
- Knowledge of, and background in Japanese culture and language.
- Experience with, and an ability to develop, implement and execute various events and programs.
- Ability to recruit and engage volunteers.
- Ability to interact with leadership in various organizations, including business and academic communities, funding organizations and government.
- Ability to work in a full-time, salaried position, with flexible working hours—including some evenings and weekends.
- Undergraduate degree.
- Public relations experience.
- Experience and knowledge in such areas as administration, budget management, fundraising, programming and marketing.
- Computer literate, especially with such programs as Microsoft Word, Excel, Outlook, Publisher and Dreamweaver.
- Above all, be a self-starter with awareness of the importance of working within guidelines established by the elected leadership.

Salary Range: \$35,000-\$45,000, depending on experience