

JOB DESCRIPTION

Position: Japan Program Manager

Reports to: Japan Program Director

Application Deadline: Open until filled

Final interviews: Late October to early November in Tokyo

Start Date: Mid-November, 2019



Japan Program Manager

Organization Overview

The Fish Family Foundation (the “Foundation”) is a private family foundation in Boston established in 1999. The Foundation’s funding priorities include immigration, high-risk youth, and mental health services for underserved populations primarily in the Greater Boston area. In addition to its annual grant making, the Foundation supports its own key strategic initiatives in global youth development, women’s leadership in Japan, and immigrant inclusion.

Position Overview

The Foundation has been dedicated to social change in Japan for over 10 years through its Japan Program. The Japan Program includes the Japanese Women’s Leadership Initiative (JWLI), the Champion of Change Japan Award (CCJA), the JWLI Bootcamp, and its new expansion, the JWLI Ecosystem. We are seeking a dynamic, well-connected professional who is passionate and committed to advancing social entrepreneurship particularly women’s leadership and empowerment, with a strong belief for social change in Japan. Reporting to the Director of Japan Program (the “Director”), the Japan Program Manager will be responsible for the overall success of the Japan Program in Japan.

Key responsibilities include engaging alumni, raising the profile, and seeking opportunities and collaborations. This position must develop the alumni network for stronger engagement and more active self-supporting activities across the three initiatives (JWLI, CCJA and Bootcamp). Also this position will represent the Japan Program in Japan, expanding the program’s reach, increasing its visibility, and engaging more organizations and individuals. Therefore flexibility around travel and work schedule (including weekend and evening hours) is a must. This position will work with the Ecosystem’s leadership team to secure its successful launch and steady growth by providing support when/if necessary.

The Japan Program Manager reports directly to the Director. He/she works in close partnership with the Japan Program Founder, while working collaboratively with the Program Associate in Boston and liaising with the Japan Implementation Partner for CCJA.

Duties and Responsibilities

Specific duties include:

- Develop the alumni network for stronger engagement and self-supporting, cross-program activities.
- Lead PR/marketing effort for media exposures and cultivate media relationships.
- Develop and execute a communication strategy (website/social media/newsletters/printed materials).
- Create and implement a year-round outreach plan.

- For JWLI, solicit qualified candidates all over Japan, beyond Tokyo and major cities (Selected Fellows will meet or exceed the standards agreed upon for experience, motivation, and language skills. Received applications will exceed the minimum number discussed and agreed upon).
- Remain closely engaged with alumni to collect impact and success stories. Draft outcomes/results reports for Foundation trustees, as well as for social media/marketing publications.
- Make recommendations for programming improvements and strategic expansion.
- Plan and organize events (report events, open-house/information sessions).
- Coordinate Japan-based operational responsibilities and provide logistical support.
- Identify, recruit and maintain key partnerships (JWLI mentors/Bootcamp hosts/CCJA sponsors).
 - For JWLI, improve post-Boston mentorship and strengthen mentor engagement.
- Manage and maintain a budget.

Qualifications and Skills

The Japan Program Manager must have strong commitment to the advancement of social entrepreneurship, particularly women's leadership and empowerment in Japan. In addition to being bicultural and bilingual in English and Japanese, this position must be culturally sensitive and flexible to leverage and maximize her/his biculturalism for the impact of the programs.

Other qualifications include:

- Strong relationship-building and communication skills, with stakeholders ranging from women leaders to government authorities.
- Valuable team player – hard-working, reliable, can lead and follow, while maintaining a sense of humor.
- Excellent organizational and administrative skills with ability to manage multiple long/short-term projects.
- Ability to self-direct and anticipate problems and needs.
- A native-level Japanese speaker and fluent in English. Must be able to produce professional, high-quality business communications in both languages.
- Familiarity with online communication technologies and social media platforms.
- Ability to prioritize and remain flexible in a fast-paced environment.
- Due to the time difference between Japan/USA, this role will require working outside of regular business hours (e.g. early morning, late evening and weekends). There may be a business trip to Boston once a year.

The Japan Program Manager is a full-time position with a flexible schedule. Compensation includes a competitive salary. The Foundation does not have an office in Japan, but this position will have access to a co-working office located in central Tokyo with multiple options for public transportation.

To Apply

Email a resume and cover letter in English and Japanese (exceed no more than 4 pages total) to Kozue Sawame, Japan Program Director at kozue@fishfamilyfoundation.org, and Aya Abe, Japan Program Associate at aya@fishfamilyfoundation.org. Applications are accepted on a rolling basis. Interviews will be done online as well as in-person in Tokyo.