



THE JAPAN SOCIETY OF BOSTON, INC.

50 Milk St. — Boston, MA 02109 — Office Tel 617/514-7345
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NOW HIRING

Membership Manager, Part-time

Applications accepted until August 30, 2017

OVERVIEW

The Japan Society of Boston has facilitated cultural, business, and academic exchange between Japan and Boston for more than 100 years. The Society is growing and seeks a part-time team player who can contribute in many ways to our work. The membership manager will assist the executive director by recruiting new members, organizing staff and board members in recruitment efforts, and other tasks that support the membership program of the Japan Society of Boston. The Japan Society of Boston seeks to actively develop staff skills in their assigned role as well as beyond their designated duties. Our team works in concert to develop our community's vision of making Boston and Japan better together.

QUALIFICATIONS

- Three years' or more experience in a professional business setting, preferably with experience managing corporate sales pipelines, in client management, or other client-facing operations.
- BA or MA is a plus but work history will be heavily considered.
- Experience organizing and managing records. Preferred: experience with CRM software. We use Prosperworks, a CRM deeply integrated with G Suite.
- Proven ability to win loyal clients by building relationships and giving people more than they expect.
- Professional level English required. Advanced or native Japanese strongly preferred.

DUTIES AND RESPONSIBILITIES

- Recruit and retain new individual and corporate members into the Japan/Society of Boston community, attentively building Japanese and American friendships.
- Organize overall member-based activities, guiding a team of board members, staff, and volunteers in expanding our community. This includes managing our CRM and prospect-tracking, making membership visits and calls, and scheduling and organizing others in their efforts.
- Work directly with the executive director on strategic planning, execution, and reporting of membership initiatives.

COMPENSATION

The membership manager will be paid hourly at a competitive rate commensurate with experience. The position is at-will and does not include health or retirement benefits, nor relocation expenses.

WEEKLY SCHEDULE

The JSB office is in Boston's financial district at 50 Milk St. This part-time position will require an average of twenty-four hours per week. The employee will set their own hours upon consultation with and approval by the executive director. Some at-home work is possible with director approval. It is expected that sometimes the employee will be available by smartphone outside of their regularly scheduled work time. There are periodic evening and weekend events that will require their participation.

APPLICATION

- Submit to: mattkrebs@japansocietyboston.org
 - A resume and cover letter by email describing your background managing events and office operations, as well as what you think you can contribute to JSB and its members.
- Selected candidates will be interviewed by the executive director and at least one other staff or board member. Character references may be requested later in the application process.
- Deadline is August 30, 2017. The position is expected to begin by September 18, 2017. The final decision will be made only after all applications have been reviewed but review will begin as applications are received.

The Japan Society of Boston is an equal opportunity employer.