

Hiring Announcement

Position Title: Deputy Director (Full-time, Non-exempt)
Position Location: Washington, DC area
Professional level: 10+ years of professional experience
Reports to: Executive Director

JCIE USA is seeking to fill a new senior leadership position based in the Washington, DC area to serve as deputy to the Executive Director. An ideal candidate will be an experienced and mission-driven leader and a strategic thinker who will partner with the Executive Director to manage both internal and external-facing responsibilities. An ideal candidate will also have a background in nonprofit management and familiarity with leading US and Japanese organizations and policy experts in the field of US-Japan relations.

About JCIE USA (URL: <https://jcie.org/jcie-usa/>)

The Japan Center for International Exchange (JCIE USA) is an independent, nonpartisan, nongovernmental, nonprofit organization founded in 1975. With staff in New York and Washington DC, we work as a boutique policy organization focusing on US-Japan relations. Our mission is to deepen understanding of Japan within the US policy community and to facilitate US-Japan collaboration in areas of mutual interest and need. We specialize in bringing together American and Japanese professionals in a range of fields to achieve policy impact in areas of importance to the two countries as global partners, by promoting bilateral research and dialogue, as well as study tours and exchanges for current and future leaders. Ongoing programs include the [US Congressional Staff Exchange program](#) and four thematic programs addressing [global health and human security](#), [healthy and active aging](#), [democratic resilience in the Indo-Pacific region](#), and [women's leadership](#).

We work with a range of professionals from the US, Japan, and other partner countries. Our programs engage national and local legislators and government officials across the political spectrum, as well as leaders in business, academia, media, civil society, and other sectors. We take pride in inviting new and diverse voices to the table.

About the Job

The Deputy Director will act as JCIE USA's second-in-command and a primary contact in the absence of the Executive Director. Reporting directly to the Executive Director, the Deputy Director will help lead our staff and oversee our program activities and office administration, and partner with the Executive Director to develop and implement a strategic plan for the organization. The Deputy Director will be assigned to supervise several specific programs as assigned by the Executive Director to share staff oversight responsibilities with the Executive Director. The position will require taking regular business trips to the New York office and other domestic and overseas travel for programs as needed.

Key Responsibilities

The Deputy Director will support the Executive Director in each of the following areas.

Strategy Development & Implementation

- Keep abreast of trends, developments, and key players in US-Japan relations to maintain strong awareness of JCIE USA's operational context.
- Partner with the Executive Director to make key decisions around organizational priorities, positioning, and funding opportunities to pursue.
- Attend meetings/events to bring ideas back to JCIE USA and help develop special initiatives that would raise the organization's impact and reach new audiences and potential funders.
- Ensure appropriate and effective representation of our activities on websites and social media, in newsletters and other public-facing documents and platforms.

Grants Management and Fundraising

- On select programs, oversee grant schedules and existing grant agreements to ensure that proposals are submitted and reporting takes place on a timely basis.
- Lead in carrying out routine fundraising activities (e.g. Annual Appeal) and maintain communication with corporate and individual donors.
- Facilitate JCIE USA's communication with JCIE Japan as needed to conduct joint programs.

Financial Management

- Assist the Executive Director in developing the annual budget.
- Assist the Executive Director in the annual financial audit/review and filing of tax returns by preparing necessary documents and facilitating communication with the auditors.
- Provide daily oversight over and maintain regular communication with external accountants regarding bank account and credit card transactions.
- Approve, execute, and track bank transfers and payments as approved by the Executive Director, including those to/from JCIE Japan for joint projects and shared expenses.
- Review and approve office purchases, vendor contracts, invoicing and payments, as well as staff business trip and expense reimbursement requests to ensure compliance with organizational policies and grant agreements.

General Administration

- Enforce, review, and revise all procedures, systems and policies on an ongoing basis including accounting policies and procedures and internal control systems.
- Serve as the Secretary of the Board to attend and facilitate the preparation for Board meetings including meeting documents and minutes, collection of disclosure forms and other documents and responses needed from the Board members.
- With support from other staff members, address other administrative duties including liaising with the building management in New York, managing insurance renewal, overseeing the IT infrastructure and online security with the IT consultant and staff, among other unanticipated duties that may emerge day to day.

Staff/Human Resource Management

- Manage employee recruitment, onboarding, and offboarding including of interns.
- Manage staff timesheets and overtime, payroll, and benefits administration.
- Maintain updated job descriptions for each position and implement the annual performance review, suggesting process improvements as needed.
- Supervise staff management of intern schedules and responsibilities.
- Partner with the Executive Director to plan and lead staff meetings and retreats.
- Work with the Executive Director to ensure that all human resource-related matters are handled appropriately and in compliance with applicable local, state and federal regulations and laws, including maintaining an updated Employee Handbook.

Qualifications

- Complete proficiency in written and verbal English language.
- Passion for US-Japan relations and policy-relevant work.
- Flexible and open mindset to explore new ideas and initiatives to improve our programs.
- Proactive to explore improvements in process, policies, and employee benefits.
- Established connections with key organizations and individual in US-Japan relations.
- Experience in handling human resource matters including payroll administration.
- Demonstrated ability to write grant proposals and manage contracts.
- Ability to manage and lead multiple complex, collaborative tasks simultaneously.
- Financial management and budgeting skills.
- Strong networking and relationship management skills.
- Proficient in Microsoft Office and comfortable with cloud-based apps and software.
- Ability to take business trips to the New York office several times a year and to other cities in the US or overseas as required by the programs.

Preferred Skills and Experience

- Professional proficiency in written and verbal Japanese.
- Experience working with corporate leaders supporting US-Japan relations.
- Familiarity with foreign policy think tanks and experts in Washington, DC.
- Event planning and management experience.
- Experience with accounting and bill payment software including Quickbooks and Bill.com.
- Experience using mass emailing system such as Mailchimp.
- Proficiency in popular social media tools and website management (e.g., WordPress)

Compensation & Benefits

- Salary range is \$95,000 - \$105,000, commensurate with experience. JCIE USA offers a 401k plan, paid vacation and sick leave.
- JCIE USA does not currently have a group-sponsored health insurance plan. We will factor in the cost of individually purchased health insurance in the compensation.

- Normal working hours are Monday–Friday, 9:00 am–5:00 pm with flexibility on start and end time and a 1-hour lunch break. Additional flexibility in working hours is provided to accommodate early morning or weeknight calls and/or weekend events.

Expected Start Date: An ideal candidate will start as early as May 1, 2025.

How to Apply

- To apply, please send your resume, cover letter, and contact information for 2–3 references addressed to Ms. Kazuyo Kato (Executive Director) at kkato@jcie.org
- Applications will be reviewed on a rolling basis and should be submitted no later than **March 1, 2025**. Only applicants who are selected for interviews will be notified. Cover letter should detail your interest in JCIE USA, how your past experience relates to the above responsibilities, your available start date, and salary needs. Include your name and the title “Deputy Director” in the subject line.