**Hiring Announcement**

**Position Title:** Deputy Director (Full-time, exempt)

**Position Location:** Washington, DC area or NYC

**Professional level:** 10+ years of professional experience

**Reports to:**  Executive Director

JCIE USA is seeking to fill a new senior leadership position based in NYC or 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 enhance JCIE USA’s impact and organizational capacity. An ideal candidate will 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](https://jcie.org/programs/political-exchange-programs/us-congressional-staff/) and thematic programs addressing [global health and human security](https://jcie.org/programs/global-health-and-human-security/), [healthy and active aging,](https://jcie.org/programs/healthy-aging/us-japan-aging/) and [democratic resilience in the Indo-Pacific region](https://jcie.org/programs/expanding-support-for-democratic-governance/). Our programs engage national and local legislators and government officials across the political spectrum, as well as established and rising leaders in business, academia, media, civil society, and other sectors.

**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, oversee our office administration, and partner with the Executive Director to develop and implement a strategic plan for the organization. The position will require taking regular business trips between DC and New York office and some 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.
* 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 as assigned by the Executive Director, 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.

**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.
* Assist the Executive Director in executing financial transactions.
* 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**

* Assist the Executive Director in enforcing, reviewing, and revising office procedures and policies.
* 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, and overseeing IT security.

**Staff/Human Resource Management**

* Assist the Executive Director in employee recruitment, onboarding, and offboarding.
* Assist the Executive Director in managing staff timesheets and overtime, payroll, and benefits administration.
* Assist the Executive Director in implementing the annual performance review, suggesting process improvements as needed.
* 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.
* 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.
* 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 between DC and 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**

* Some work or study experience in Japan.
* Professional proficiency in written and verbal Japanese.
* Experience in handling human resource matters including payroll administration.
* 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 $89,000-92,000, 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 the cost of individually purchased health insurance into 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 September 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 August 11, 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.