



JAPAN CENTER FOR INTERNATIONAL
EXCHANGE (JCIE/USA)

(米国法人)日本国際交流センター

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Japan Center for International Exchange (JCIE/USA) Seeks New Executive Director

The Board of Directors of JCIE/USA is seeking a proactive new executive director to replace James Gannon, who is moving on after 20 years of successful leadership. The position provides an exciting opportunity for someone strongly committed to advancing US-Japan understanding and cooperation, eager to design and implement impactful programs to accomplish these goals, and who has the ability and cross-cultural skills to interact successfully with political, business, and academic leaders from both countries and around the world.

JCIE/USA is a small, dynamic, and independent nonprofit organization that builds enduring ties and cooperation between professionals in the United States and Japan in areas where collaboration can foster positive change, such as global health, philanthropy and humanitarian assistance. The staff of JCIE/USA works closely with its Japanese partner, JCIE/Japan, and other institutions in both countries to organize consequential exchanges of politicians, journalists, and civil society leaders, foster dialogues between policymakers and researchers, engage younger generations of leaders in various fields, and serve as a catalyst for cooperation. In these programs, JCIE/USA engages with experts throughout Asia and around the world to build coalitions addressing shared challenges in health and human security, democratic governance, women's leadership, and healthy aging, as well as on emerging issues like the global impact of COVID-19. (For more on the programs and history of JCIE/USA and JCIE/Japan, visit www.jcie.org.)

The new executive director will build on the solid programmatic and financial foundation built over the past two decades. The individual will bring to JCIE/USA significant experience in international relations with a strong understanding of the importance of US-Japan partnership in building a more peaceful, prosperous, and just world. Working creatively with a diverse and experienced international board of directors and a talented staff, they will develop new programs, expand current activities and enhance stakeholder engagement and funding streams. The new executive director should be well-versed in the management of nonprofit organizations; be a role model of consistent, honest, and inspiring leadership; and bring experience in effective intercultural communication and the ability to motivate and collaborate with a team of experienced and hardworking staff members.

The executive director will need to network with national and international stakeholders in the United States as well as make frequent trips to Washington DC and Japan. She/he must be an effective public speaker with an ability to explain broad trends in US-Japan cooperation as well as how and why JCIE/USA programs matter. The position requires astute political judgment and an understanding of how to operate effectively with government, academic, and corporate leaders in the United States and Japan.

Qualifications:

- Minimum of 12 years of professional experience, with at least 5 at an executive level; demonstrated commitment to US-Japan relations
- Experience in nonprofit management, familiarity with the US foundation world, and demonstrable fundraising experience and capabilities

- Excellent written and oral communications skills, including an ability to represent the organization effectively in high-level forums
- Record of designing and implementing innovative initiatives that mobilize coalitions of leaders and practitioners to address emerging challenges
- Experience working with political/governmental leaders, government agencies, and international organizations
- Team player who is comfortable working with a small team under tight deadlines
- Detail-oriented, yet flexible, and able to function well in both Japanese and American work cultures
- English fluency required, proficiency in Japanese preferred
- Master's degree or equivalent professional experience
- Must be legally authorized to work in the United States
- Ability to travel often to Japan and other countries to support program activities

Compensation: Commensurate with experience, within resource constraints of a small NGO.

Target Start Date: January 1, 2021

How to apply: Please email cover letter and resume to execdirsearch@jcie.org
Applications will be reviewed starting November 1, with early applicants receiving first consideration.