



## Japan Society Membership & Development Officer

**Salary:** £28 – 33,000 Depending on experience

**Responsible to:** Chief Executive

**Location:** Hybrid – work at our Central London office and from home

**Job Type:** Full-time

**Start Date:** As soon as possible

### About the Japan Society:

The Japan Society is the leading independent body in the United Kingdom dedicated to the enhancement of the British-Japanese relationship. The Japan Society has a membership of some 1,000 members, both individual and corporate, of whom 45% are Japanese. It is a friendly and engaged community of long-standing and newer members with a wide-range of Japan related backgrounds and experience, with whom the Membership and Development Officer has many opportunities to interact. Its varied programme provides opportunities for members and others interested in Japan to meet and exchange ideas and experience. It also works with schools throughout the UK and runs a small grants scheme to support local projects to deepen an understanding of Japan.

### Job Purpose:

The Membership and Development Officer is the first point of call for the Society's members and donors, responsible for supporting the donor relations team, attracting new members, and developing our donor funnel. The post also plays an active role in the management of the programme of business events and requires strong administrative skills to maintain accurate records.

### Role and responsibilities

The position will suit someone with experience in corporate fundraising or membership organizations. Experience with database management and administration is important and an interest in Japan is desirable. The work is extremely varied offering opportunities to develop skills and networks. The main responsibilities and duties include:

### Member and Donor Stewardship

- Handling membership enquiries and playing an active role in recruiting new members and donors
- With the Communications team, responsible for regular communications with members and donors, both individual and corporate including day-to-day communications, social media, and website updates to maintain good links with members.
- Assisting with the planning and organization of business and donor events, both daytime and evening
- Supporting the work of CEO and board of trustees as required

#### Patron

HRH The Duke of  
Gloucester KG GCVO

#### President

HE The Japanese Ambassador

#### Vice Presidents

Dean Gilfillan  
Hirohiko Miyata  
Daisuke Mototani  
Akihiko Takada

#### Chairman

Bill Emmott

#### Deputy Chairman

Martin Hatfull

#### Board Members

Stephen Barber, Yoko Dochi  
Tim Harding, Emma Hickinbotham  
Sue Hudson, Tadaharu Iizuka  
Takeshi Ito, Helen Macnaughtan  
Hiroshi Matsuura, Yuuichiro Nakajima  
Neil Riley, Julie Rogers, Pernille Rudlin  
Clare Weaver, Nigel Wellings  
Satoru Yoshida, Rie Yoshitake

#### Chief Executive

Heidi Potter OBE

#### The Japan Society

13/14 Cornwall Terrace  
London NW1 4QP

Tel: 020 7935 0475  
info@japansociety.org.uk

[www.japansociety.org.uk](http://www.japansociety.org.uk)



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**Membership Management and Reporting**

- Maintaining the membership databases and producing regular updates, collating statistics.
- Processing membership applications and renewals; managing payments, direct debits and gift aid
- Drafting materials for print and website and preparing information packs for members and donors

**Skills required**

- Experience in corporate fundraising and membership management is desirable
- Excellent organizational skills and attention to detail, ability to spot errors and self-correct
- Experience of database management is important. Understanding of SQL databases (Japan Society uses Donor Strategy) is a great advantage but not essential. Additional training will be provided if necessary, but evidence of strong general IT skills is important
- Excellent English language skills with experience of business communication (ability to write business letters, briefs, social media copy and membership materials)
- Flexibility and a willingness to get involved, when necessary, in any aspect of the Society's activity with others in our small team
- Ability to work on your own initiative, think creatively and bring your ideas to the Society
- Candidates must be eligible to work in the UK

**DEADLINE FOR APPLICATIONS: 11 June 2023**

To apply, please send a CV and covering letter by email to Heidi Potter at [heidi.potter@japansociety.org.uk](mailto:heidi.potter@japansociety.org.uk)

Interviews will take place at the end of June.

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