



National Association of Japan-America Societies, Inc.  
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*Bridging the Pacific Since 1979*  
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**Position Opening:  
Project Manager (Operations & Exchanges), National Association of Japan-  
America Societies, Inc. (NAJAS)**

Come join the largest, most diverse network of non-profits promoting relations between the United States and Japan at momentous times for relations between the two peoples.

The **NAJAS Operations & Exchanges Manager** (“the Manager”) enables high levels of service to 39 members, each of them independent Japan and Japan-America Societies located across 26 states and one Canadian province, and, indirectly, to participants in a pair of long-running exchange programs. The position entails diverse work in grant and exchange program facilitation and administration, budgeting/financial process management, knowledge management/ICT enablement, travel and conference execution, and a range of other tasks.

Successful candidates will have program management “chops” and be self-starters capable of operating independently with strong judgment. Presence in the Washington DC area is required, with up to 16 hours of remote work allowed per week as determined with supervisor. Pay is competitive and based on experience.

See below for more details on NAJAS and the job description with specific qualifications and visit the [NAJAS website](#) for an overview of NAJAS. Applications from qualified individuals – consisting of a cover letter, resume, and two reference names – are welcomed at [HR@us-japan.org](mailto:HR@us-japan.org) through **May 13, 2026**.

**NAJAS:** The National Association of Japan-America Societies is a membership association of 39 independent Japan-America Societies across North America. Formed by the member societies in 1979, NAJAS’ mission is to strengthen this national network of Japan-America Societies devoted to the grassroots relationship and promote that relationship. NAJAS does this through services to members, including grant distribution for Japan-related speaker series, an Annual Conference to keep leadership of Japan-America Societies informed on relationship matters, and assistance in non-profit operation, including by holding workshops and reference sharing.

NAJAS is a key part of the Japan-related NGO community and supports three institutions in the execution of exchange and training programs, which helps to build the next generation of Japan-focused scholars and professionals. On behalf of the wide community, NAJAS has teamed with a partner organization to field a data hub to facilitate more effective collaboration

## **Position Description**

The Project Manager for Operations & Exchanges (“Manager”) reports to the President of NAJAS and has responsibility for managing the budget and finances, and an array of operational and governance support duties to include:

### **Operations & Finance**

Shared responsibility (with the President and NAJAS Treasurer and Board Finance Committee) for constructing and controlling a **budget** exceeding \$1.5 million, and fiduciary stewardship of NAJAS resources. Financial management including building budgets and formulating tracking reports, maintaining bank accounts, overseeing contracted payroll processing and disbursements, as well as collection of member/affiliate dues and other receivables, contributing to an external audit and filing taxes for NAJAS, a 501(c)(3) entity.

- Close **management of out-sourced** accounting, auditing, IT and other operational service providers.
- Assistance to President in scheduling and work processes with NAJAS Board of Directors and Board Committees and supporting travel requirements of president.
- Oversight of **physical office management** (office equipping and supply, vendor interaction, subscription handling, and rental actions).
- Assisting in recruiting and **on-boarding** interns and staff. Responsible for **maintaining NAJAS’ registrations**, business licenses, and insurance policies with contracted support.

### **Meetings & Conferences**

- Manage logistics for the annual NAJAS Network Conference, including budgeting, venue and hotel selection and contracting, conference registration, and shipping/procurement, in collaboration with NAJAS team and conference host member society of NAJAS.

### **Grants Management**

Administration and joint support with other NAJAS Program Manager of event grants to member societies. The Manager has a lead, coordinating role in **renewing grant agreements and grant reporting**, generates grant expenditure reports, and processes or delegates grant disbursements.

- Update budgets for NAJAS grant programs.
- Oversee and/or produce financial reports for NAJAS grant programs.
- Process grant disbursements to awardees with support of outsourced accountant.

### **Exchange Administration & Projects**

Administration of two of three exchange programs now supported by NAJAS, including one high school and one thematic exchange program. Duties include budgeting, board meeting coordination, financial contribution tracking and reporting, contractor payments, license renewal and other operational and financial support.

- Liaising with grant partner and contractors to maintain a new online **data hub** for the broader community of Japan-related non-profits.
- Execution and/or oversight of an annual membership survey.
- Assist Manager of Outreach in managing and processing utilization and renewal for NAJAS member benefits and promotional discounts.

### **Qualifications:**

The successful candidate will have:

- Enthusiasm for customer service and the NAJAS mission; strong interpersonal skills.
  - Proven financial management, administrative management and communications skills.
  - Project management experience.
  - Facility with building and interpreting budgets and financial trackers, and experience with accounting spreadsheets and financial statements. Familiarity with or demonstrated capacity to readily master *QuickBooks Online* is required
- Excellent attention to detail, organization and time-management skills.
- Experience in event and travel arrangement.
  - Strong written and oral English communications skills; Japanese language skill useful.
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  - Strong IT aptitude and/or working knowledge of software or applications for project management, client relationship/grant management necessary.
  - Willingness to work outside of standard work week as occasionally needed and to travel beyond Washington region for not more than 15% of annual work hours are expected.

### **Compensation and Benefits**

The starting base salary for the position will be \$70,000 - \$80,000, commensurate with candidate experience. Annual salary reviews considering both cost-of-living and performance are conducted.

The employer will contribute 3% of annual salary into a retirement account. Employee will be reimbursed apart from salary for health insurance premiums up to \$600 per month.

6 days of paid sick leave and 15 days of annual paid vacation are provided initially, the latter to be extended to 20 days after the first full year of employment.

Interested candidates should submit a resume and letter of interest to [HR@us-japan.org](mailto:HR@us-japan.org) by  
May 13, 2026