

DEPUTY DIRECTOR, YFPF TOKYO

Position Description

The Deputy Director reports directly to the Tokyo Managing Director and is responsible for supporting the Managing Director in overseeing and managing all operations, strategic planning, partnerships, and program development for the organization. In this capacity, the Deputy Director serves as a key driving force for YFPF Tokyo leadership and institutional management.

Key Roles and Responsibilities

- Co-manages and actively contributes to the operational functions of Communications, Membership and Public Affairs, and Programming;
- Co-facilitates leadership team meetings and staff check-ins;
- Supports the Managing Director to provide staff trainings and capacity-building sessions;
- Supports the Managing Director to engage the public to build YFPF Tokyo partnerships;
- Supports the Managing Director to liaise with Washington DC HQ and other YFPF branches;
- Reinforces and develops practices for better workflow, staff management, and support according to the organizational principles and strategic goals set by YFPF Tokyo; and
- Supports the Managing Director in managing all accounts, applications, and reports, as required by grant funding institutions, conferences, exchanges, and organizational infrastructures, etc.

Desired Skills and Experience

- Required: Proven team management experience;
- Required: Proven project planning and management experience;
- A high degree of maturity and professionalism;
- Exceptional communication skills, written and verbal;
- Strong organizational and project management skills;
- Passion for foreign policy, international relations, diplomacy, or a related field;
- Ability to work effectively independently and as a highly resourceful team-player under pressure and within deadlines; and
- A creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.

Eligibility and Selection

- Based in Japan with the ability to travel to Tokyo for events a few times a year;
- Commitment to a minimum 1-year contract for this position;
- Ability to commit 5-10 hours per week (excluding attendance at team meetings, all-hands meetings, and other events);
- Ideally an early career professional or current graduate student in a relevant field;
- Ability to respond to emails and messages in a timely manner;
- Self-motivated, organized, and able to work efficiently and autonomously as part of a small team;
- Good knowledge of global affairs;
- Well-spoken and able to represent our organization well at all levels; and
- Acknowledgment that this position is unpaid and part-time.

Please note that the leadership team must be active YFPF Tokyo members. You are not required to be a member to apply, but you must confirm your membership to be accepted for the position. **To apply, please email a cover letter and your up-to-date CV / resume to Tokyo Managing Director, Lauren Power, lauren.power@yfpf.org. Please include 'Deputy Director Application' in the subject line.**

NOTE: To facilitate international connections and to promote our research, programming, and other accomplishments to our global network, our working language is English and high-level English proficiency is required. Proficiency in Japanese and other languages is highly valued.