

MEMBERSHIP OFFICER

Position Description

The Membership Officer is responsible for supporting member relations (including fee collection), recruiting new members, and nurturing strategic relationships for the organization and, in tandem with the Membership Director and Managing Director, introducing the organization to a far-reaching network of potential partners, publications, and other sources of members. Reporting directly to the Membership Director, the Membership Officer supports overall planning and strategy for member relations.

Key Roles and Responsibilities

- Support the Managing Director and Membership Director in strategy for member relations;
- Help collect membership fees and liaise with Communications Director about reminders to members;
- Work with Membership and Programs Director to conduct annual Membership survey;
- Work with the Membership Director to develop member recruitment & benefits strategy;
- Help recruit new members and promote membership renewals to existing members;
- Research, develop, and maintain community partners and sponsors;
- Make sure members' interests are well-represented in at leadership team level;
- Support Communications team to design marketing materials (recruitment & benefits); and
- Engage with members at events & respond to membership inquiries.

Desired Skills and Experience

- Passion for foreign policy, migration and/or strategic community-building and management;
- A high degree of maturity and professionalism;
- Exceptional communication skills, written and verbal;
- Strong organizational and project management skills;
- 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

- 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;
- Ability to commit 5-10 hours per week (excluding attendance at team meetings, all-hands meetings, and other events); and
- Acknowledgment that this position is unpaid and part-time.

Please note that the leadership team must be dues-paying 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@ypfp.org. Please include 'Membership Officer Application' in the subject line.**

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