



NATIONAL ASSOCIATION OF JAPANESE CANADIANS

**JOB POSTING: EXECUTIVE DIRECTOR  
FULL TIME**

**Job Title: Executive Director**

**Organization:** National Association of Japanese Canadians

**Reports To:** NAJC National Executive Board

**Location:** Remote within Canada

**Job Type:** Full-Time, Two-Year Contract

**Organization Overview:**

The National Association of Japanese Canadians is a not-for-profit Japanese Canadian organization with a vision to foster a strong, unified community founded on diversity and committed to human rights for all, for the enrichment of Canada.

Its mission is to promote and develop a strong Japanese Canadian identity and thereby to strengthen local communities and the national organization and to strive for equal rights and liberties for all persons – in particular, the rights of racial and ethnic minorities.

**Position Summary:**

The Executive Director (ED) will serve as the chief executive and strategic leader of the National Association of Japanese Canadians, and is responsible for the overall operation and growth of the organization. The ED will work closely with the National Executive Board, staff, and stakeholders to ensure the organization's mission is achieved, resources are maximized, and a sustainable future is secured. This role requires a visionary leader with a deep understanding of human rights issues, as well as exceptional leadership, organizational, and fundraising skills.



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**Key Responsibilities:**

**Leadership and Strategy**

- Provide strategic direction and leadership to advance the organization's mission and vision.
- Collaborate with the National Executive Board to develop and execute the organization's long-term strategic plan.
- Foster a culture of innovation, inclusion, and transparency within the organization.
- Ensure alignment of organizational policies, programs, and activities with the mission and vision.
- Represent the organization in external forums, networks, and public events.

**Fundraising and Financial Management**

- Lead the development and execution of fundraising strategies to secure diverse revenue streams, including grants, individual donations, corporate sponsorships, and fundraising events.
- Monitor spending against the organization's budget, ensuring responsible financial stewardship and accountability.
- Monitor financial performance and ensure the organization's fiscal health and sustainability.
- Cultivate and maintain relationships with key donors, foundations, and other funding sources.



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**Program Development and Oversight**

- Oversee the development and implementation of programs that advance human rights and advocacy goals and community development.
- Ensure programs are effective, impactful, and aligned with organizational priorities.
- Evaluate program outcomes and adjust strategies to maximize effectiveness.
- Support the staff in achieving their goals and professional growth, providing coaching, mentoring, and regular performance feedback.

**Board and Staff Relations**

- Support and advise the National Executive Board in their governance roles, including fundraising, policy development, and strategic planning.
- Provide regular updates to the Board on the organization's operations, financial status, and strategic initiatives.
- Lead, mentor, and manage the senior leadership team and staff, fostering a high-performance, accountable, and positive work environment.
- Promote diversity, equity, and inclusion across all organizational operations.

**Advocacy and External Relations**

- Serve as a spokesperson for the organization in the media and public forums, when the NAJC President is unable to fulfill this role.
- Build and strengthen relationships with partner organizations, policymakers, and key stakeholders.
- Advocate for human rights, community and social issues locally, nationally, and globally, shaping the organization's position on important matters.
- Stay informed on emerging human rights issues and trends and position the organization as a leader in these areas.



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**Other Duties**

- Other duties as assigned and required.

**Qualifications:**

- **Education:** A relevant degree in human rights, social justice, law, nonprofit management, or a related field. Advanced degree preferred.
- **Experience:**
  - Involvement or experience working in, or serving, or lived experience in the Japanese Canadian community.
  - Minimum of 7-10 years of experience in nonprofit leadership, with at least 5 years in a senior management role.
  - Proven experience in human rights, social justice, or advocacy-related work.
  - Strong track record in fundraising, including donor relations, grant writing, and event planning.
  - Demonstrated success in strategic planning and program development.
  - Experience managing budgets and financial oversight for nonprofit organizations.
  - Familiarity with nonprofit governance and working with boards of directors.



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• **Skills and Competencies:**

- Strong leadership, communication, and interpersonal skills.
- Demonstrated understanding of the Japanese Canadian community.
- Ability to inspire and manage a diverse and talented team.
- Exceptional problem-solving, decision-making, and organizational skills.
- Knowledge of human rights law, international standards, and global advocacy issues.
- Experience in coalition-building and working with diverse stakeholders.
- Commitment to the values of equity, diversity, and inclusion.
- Proficiency with standard office software, nonprofit CRM tools, and budgeting software.
- Japanese language capability would be considered an asset but not a requirement.
- Some travel will be expected as part of this position.

**Compensation:**

A salary between \$80,000 and \$95,000, commensurate with experience, and paid time off.

**How to Apply**

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the role to [Careers@millernet.ca](mailto:Careers@millernet.ca) by January 31, 2025. In your cover letter, please include specific examples of your Japanese Canadian community experience.

The National Association of Japanese Canadians is committed to fostering an inclusive and diverse workplace. We encourage applications from all individuals, regardless of race, gender, age, disability, sexual orientation, or cultural background.