



JMEC Program Director Job Description

The Japan Market Expansion Competition (JMEC) is a non-profit organization whose mission is to foster the development of foreign business in Japan while enhancing the business skills of up-and-coming executives. It is a program centered on an annual business plan competition for working professionals, for which teams write business plans for client companies and a panel of JMEC judges.

JMEC is currently in search of a full-time Program Director beginning July 1, 2011, with a paid, part-time training period in June. The main function of the Program Director is to ensure a smooth implementation and delivery of each JMEC program year. The job does not provide visa sponsorship.

The Program Director will report to the JMEC Executive Chairperson. One staff member reports directly to the Program Director.

Requirements for the position include:

- English Fluency
- Bachelor's degree or master's degree in a business-related field from an accredited university
- Familiarity with business strategy and business plans
- Prior sales experience, especially B2B
- Flexible schedule to include some evenings and weekends
- Ability to work independently from home office (equipment such as computer, printer etc. will be provided)
- Knowledge of and experience with Microsoft Office products, including MS Word, PowerPoint and Excel
- Strong communication and organizational skills

The ideal candidate would also have skills related to:

- Japanese speaking and reading comprehension
- Managing people
- Recruiting
- Marketing a small organization
- Event planning

The responsibilities of the Program Director include:

- Recruiting qualified individuals for the JMEC business training program and business plan competition (approx. 60 per year)
- Recruiting qualified project clients, including pursuing leads and meeting with company representatives (approx. 10 per year)
- Organizing a lecture series (approx. 22 lectures) and recruiting quality lecturers from the local business community
- Recruiting program supporters such as team mentors (10), consultants (10) and judges (3) from the local business community
- Planning and conducting information sessions for prospective participants and briefing sessions for program supporters

- Marketing the JMEC program by hosting quarterly events, sending quarterly email newsletters, managing the relationship with public relations agency, promoting JMEC at networking events etc.
- Overseeing teams in the preparation of their business plans
- Preparing and maintaining an annual budget
- Securing corporate and personal donations, and managing relationships with donors
- Organizing and executing the JMEC Annual Awards Ceremony
- Planning and heading monthly meetings of the JMEC Executive Committee, providing progress reports on operations and budget
- Maintaining alumni relations
- Any other tasks as instructed by the Executive Committee

Those candidates interested in the position should submit a cover letter and resume to Laura Loy at laura@jmec.gr.jp by May 22, 2011.

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