



www.vjls-jh.com

VANCOUVER JAPANESE LANGUAGE SCHOOL & JAPANESE HALL

バンクーバー日本語学校並びに日系人会館

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Volunteer Advisor Fundraising & Development

Join a dynamic and exciting Board and help guide one of Vancouver's oldest cultural community organizations at a unique time in its history.

The Vancouver Japanese Language School & Japanese Hall is building a thriving community where individuals of all backgrounds and experiences can learn and participate in the Japanese language and culture. As a national historic site, it actively upholds the history of Vancouver's Nikkei community and facilitates cultural exchange with other multicultural, neighbourhood, and international groups. Volunteer advisors share their insights, perspectives, knowledge, and wisdom with VJLS-JH board directors and staff on an as-needed basis to influence and support operations and decision-making.

Advisor Responsibilities:

- Advise on fundraising strategies and campaign development
- Support grant writing and foundation relations
- Provide guidance on donor cultivation and stewardship
- Share expertise in fundraising best practices and ethics
- Support special fundraising initiatives and events

Required Qualifications:

- Minimum 5 years of experience in fundraising, development, or advancement
- Proven track record of successful fundraising campaigns
- Experience with grant writing and foundation relations

Commitment: Flexible schedule, approximately 5-10 hours per quarter

Duration: Ongoing or until sufficient expertise is secured

Location: Primarily remote with occasional in-person meetings at the facility.

To apply: Please send an email with a cover letter and resume to General Manager, Yoshi Sugiyama at ysugiyama@vjls-jh.com. Please address questions to membership@vjls-jh.com.