



Board Director Fundraising and 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. Board members are dedicated volunteers who use their diverse perspectives to generate insight, knowledge, and wisdom as they provide high-level direction and oversight to VJLS-JH.

Position: Board Director – Fundraising and Development

Responsible to: Board of Directors (Chair)

Volunteer Board Member Responsibilities:

- Commit to the mission and work of the Vancouver Japanese Language School & Japanese Hall (VJLS-JH)
- Attend monthly board meetings held at 6:30 pm on the third Thursday of each month
- Chair or actively participate in the Fundraising/Development Committee
- Develop and implement comprehensive fundraising strategies
- Cultivate relationships with individual donors, foundations, and corporate sponsors
- Oversee grant writing and proposal development activities
- Plan and execute fundraising events and campaigns
- Serve on additional Board committees or task forces as needed
- Promote VJLS-JH within your network and the community

Required Qualifications:

- Minimum 5 years experience in fundraising, development, or advancement
- Proven track record of successful fundraising campaigns and donor relations
- Experience with grant writing and foundation relations
- Knowledge of fundraising ethics, regulations, and best practices
- Strong networking and relationship-building skills

Desired Attributes: VJLS-JH's Board is focused on the big picture with an eye to the future. We value and encourage diverse perspectives, as we know that being able to explore a situation from multiple perspectives enables us to make better decisions. Qualities and attributes that we look for in all Board Members:

- A passion for volunteering and the not-for-profit sector
- An interest in and understanding of good not-for-profit governance
- Alignment with our organizational values and guiding principles
- Open-minded and willing to explore conflicting ideas
- Willing to take responsibility

Training Provided: New board members are provided with an orientation to their role and responsibilities as a VJLS-JH Board Member, as well as the mission and work of the organization. You will be provided with a written board handbook (in digital format) and will have the opportunity to review it with an experienced board member. In addition, you will be introduced to your fellow board members and staff team, and will be paired with an experienced board member who will act as your mentor for the first 6-12 months.

Benefits: Board members have opportunities for networking, learning, sharing knowledge, and contributing to a unique cultural organization and community.

Commitment: Approximately 10 hours per month for two years. Board members are elected to two-year terms at the AGM. Board service requires a commitment of 5 hours per month, including monthly meetings. Committee work requires approximately 5 hours per month, and may require an additional 5 hrs. per month (approx.). Meetings are usually held in-person at VJLS-JH's offices in downtown Vancouver, with remote participation available. The offices are accessible by public transit and to those with physical disabilities. Parking and other expenses incurred will be reimbursed.

Evaluation: Self and by the Board, annually.

To apply: Please send an email with a cover letter and resume to membership@vjls-jh.com. The deadline to submit is December 15, 2025. Please indicate dates when we can arrange a 30-minute interview online or in person at VJLS-JH.