Executive Director
Gardena Valley Japanese Cultural Institute (GVJCI)

Job Description

Title: Executive Director
Status: Full-Time, Exempt
Reports to: Board of Directors
Location: Gardena, CA

About GVJCI

The Gardena Valley Japanese Cultural Institute (GVJCI) is dedicated to preserving, promoting, and sharing Japanese American heritage, culture, and experiences while fostering community engagement. Through programs, events, and partnerships, GVJCI serves as a cultural hub for the local Japanese American community, and anyone interested in Japanese heritage and culture. The Executive Director will play a crucial role in leading and sustaining the organization's mission and vision.

Position Overview

The Executive Director is responsible for overseeing all aspects of GVJCI's operations, including administration, personnel management, financial oversight, program development, fundraising, and community engagement. This individual will act as the public face of GVJCI, ensuring the organization remains financially viable, programmatically relevant, and culturally impactful.

Key Responsibilities

Leadership and Vision

- Develop and execute a strategic plan aligned with GVJCI's mission and vision.
- Foster a collaborative environment that supports an open exchange of diverse ideas.
- Act as a primary representative and spokesperson, engaging with key stakeholders, community organizations, and government agencies.

Program and Community Engagement

- Oversee the development and execution of programs that support cultural preservation, education, and community engagement.
- Establish and maintain partnerships with community groups, cultural organizations, and government entities.
- Evaluate program effectiveness and implement improvements based on feedback and performance metrics.

Governance and Board Relations

- Work closely with the Board of Directors to develop policies, strategic plans, and governance practices.
- Provide the Board with timely reports on financial status, program impact, and organizational challenges.
- Support Board development efforts, including recruitment, training, fundraising., and self-evaluation.
- Serve as the agent of process for the corporation and liaison between the GVJCI and JCI Gardens.

Operations and Financial Management

- Oversee GVJCI's financial operations, including budgeting, cash flow management, and financial reporting.
- Ensure compliance with legal and regulatory requirements, including tax-exempt status maintenance.
- Manage Human Resources, employee benefits, and federal and state employment laws compliance.
- Assess staffing needs based on the organization's needs,
- Supervise and mentor staff to foster a positive work culture of teamwork and professional development and build a strong organizational culture that attracts and retains people who support the organization's mission.
- Oversee facility and property management, ensuring proper maintenance and security of GVJCI's assets.

Fundraising and Development

- Develop and implement fundraising strategies, including donor relations, grant writing, corporate sponsorships, and special events.
- Identify and cultivate new funding sources to ensure long-term sustainability.
- Lead donor stewardship initiatives, including acknowledgment and engagement activities.

Qualifications

Required Qualifications

- Bachelor's degree from an accredited institution (graduate degree preferred).
- Minimum of three years of leadership experience in a nonprofit, governmental, or corporate environment.
- Significant experience in managing programs, events, and partnerships
- Strong financial management skills, including budgeting and grant compliance.
- Proven fundraising experience, including donor development and grant writing.

- Excellent communication skills—verbal, written, and interpersonal.
- Ability to work evenings and weekends as required.

Preferred Qualifications

- Experience working with Japanese American communities and organizations.
- Understanding of Japanese American history, culture, and heritage.
- Proficiency in donor management systems and nonprofit software (e.g., Salesforce, Quickbooks Online).
- Experience in property and facilities management.

Compensation and Benefits

- Salary range: $90,000 - $115,000
- Benefits include medical, dental, and vision coverage, paid time off, and retirement plan options.

How to Apply

Interested candidates should fill out the application form at
https://forms.gle/gV2MR1QKkpm9LBb67
Applications must be submitted by September 28th, 2026.

If you have questions, please contact GVJCI Board of Directors:
gvjciboard@jci-gardena.org