

公益社団法人 日本外国特派員協会

## The Foreign Correspondents' Club of Japan

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August 4, 2021

### Club commencing search for new General Manager

Dear Members:

I have constituted a Task Force to commence a search for a new General Manager. The following ad is being sent out for that purpose.

The Foreign Correspondents 'Club of Japan, a public interest corporation dedicated to free speech and free exchange of information between journalists and non-journalists, is seeking a full-time General Manager. The General Manager acts as the chief administrative officer of the club, reporting to the Board of Directors elected by club members. The General Manager is responsible to oversee the operation of the club, including management of relations with vendors (including those operating the club's three restaurants), event and banquet management, member relations and new member recruitment, human resources management, management of the premises and relationship with the landlord, and overall management of expenses within an approved operational budget. The successful candidate will be able to function in both English and Japanese at a business level. Hotel or club management likely to be a plus. Please submit resume and statement of interest in both languages (marked "confidential") by 31 August 2021 by email to [jobs@fccj.or.jp](mailto:jobs@fccj.or.jp) or post to: FCCJ GM Search Committee, Marunouchi Nijubashi Bldg. 5F, 3-2-3 Marunouchi, Chiyoda-ku, Tokyo 100-0005.

If you know of any qualified candidates, please share the above with them and encourage them to apply.

Regards,

Suvendrini Kakuchi  
FCCJ President