

Recruitment: Japan National Director

Habitat for Humanity is a global nonprofit housing organization working in more than seventy countries around the world. Habitat for Humanity works toward its vision, “a world where everyone has a decent place to live.” Habitat has helped over sixty-five million people around the world construct, renovate or improve their homes since its founding in 1976.

Habitat for Humanity Japan empowers communities by raising funds and mobilizing volunteers to build and repair homes and facilities in Japan and in the Asia Pacific region. Since its establishment in 2003, Habitat Japan has mobilized more than 24,000 volunteers in support of local and overseas projects. We have 3,000 Campus Chapter members from leading universities in Japan. Habitat Japan is a certified NPO that has been recognized by the Tokyo Metropolitan Government as carrying out operations and activities of significant public benefit, and as such receives various tax benefits.

Position Overview

The National Director serves as the Chief Executive Officer of Habitat for Humanity Japan, providing overall executive management, strategic vision, and governance to advance the organization's mission. Accountable directly to the Board of Directors, this leader is responsible for achieving strategic objectives, ensuring long-term financial sustainability, maintaining operational excellence, and strengthening Habitat's visibility and influence throughout Japan.

As a vital part of the global network, Habitat Japan focuses on driving a sustainable culture of philanthropy, cultivating strategic alliances, and mobilizing resources aligned with Habitat for Humanity International's global frameworks. The National Director coordinates closely with the regional Asia Pacific Area Office and is responsible for implementing the regional Asia strategy within the country context. This role also oversees mission engagement programs, including volunteer mobilization and youth leadership initiatives, to build a strong pipeline of advocates and future supporters. This role requires an executive capable of navigating matrixed NGO governance structures, managing institutional donor relationships, and fostering an agile, inclusive workplace culture.

Position Details

- **Reports To:** Board of Directors, Habitat for Humanity Japan
- **Regional Alignment:** Regional Asia Pacific Area Office (Strategic & Programmatic Frameworks)
- **Location:** Tokyo, Japan
- **Direct Reports:** Senior Leadership Team and designated functional managers
- **Travel:** Domestic and international travel required

Core Competencies & Experience

- **Executive Leadership:** Minimum of 10 years of progressively responsible leadership experience in the NGO or development sector, with at least 5 years serving in a senior executive role (e.g., National Director, Executive Director, or Chief Executive).
- **Strategic Vision & Alignment:** Proven history of casting an ambitious vision and executing multi-year strategic plans that respond to community needs, government priorities, and global strategic targets.

- **Resource Development:** Documented success securing institutional funding, major gifts, foundation awards, and high-value corporate partnerships, alongside a proven record of achieving revenue growth targets.
- **People & Culture Leadership:** Experienced in building, empowering, and retaining highly competent technical leadership teams while modeling an inclusive, safe, and agile organizational culture.
- **Governance & Network Collaboration:** Demonstrated ability working directly with independent Boards of Directors, navigating complex international structures, and collaborating with civil society organizations and international network stakeholders.

Key Responsibilities:

Strategic Leadership & Mission Alignment

- **Develop National Strategy:** Lead the organization in casting a clear vision and executing a multi-year strategic plan informed by national housing deficits and intersecting development issues, including urban development and climate change.
- **Implement Regional Asia Strategy:** Operationalize and drive the regional Asia strategy locally, ensuring country-level interventions align with regional frameworks, Theory of Change targets, and the Sustainable Development Goals (SDGs).
- **Coordinate with Area Office:** Collaborate actively with the regional Asia Pacific Area Office to align country programming, follow direct-service operational excellence guidelines, and share insights to advance organizational health.
- **Define Key Interventions:** Guide and support the senior management team in identifying, assessing, and defining relevant programmatic interventions that align with Habitat's core mission and available resources.
- **Drive Innovation:** Champion organizational transformation, continuous improvement, and the development of critical mindsets and behaviors required to remain resilient and agile during times of change.

Institutional Funding & Strategic Partnerships

- **Secure Institutional Resources:** Develop and execute comprehensive resource mobilization plans designed to secure sustainable funding for evidence-based, systemic housing solutions globally.
- **Pre-Position with Major Donors:** Serve as the principal ambassador to cultivate relationships, establish a distinct organizational value proposition, and manage regular touchpoints with foundations, organizations, and institutional (FOI) donors.
- **Drive Multi-Sector Coalitions:** Cultivate and lead strategic partnerships with national and local governments, corporate entities, academic institutions, media, and civil society leaders to advance housing policy and scale shelter innovations.
- **Represent the Organization:** Serve as the chief spokesperson for Habitat Japan at national and international forums to enhance organizational visibility, influence, and market positioning.

Team Development & Organizational Culture

- **Build Leadership Talent:** Recruit, empower, and retain a top-tier senior leadership team, prioritizing technical expertise alongside comprehensive employee growth, talent management, and care.
- **Foster Inclusive Culture:** Model and champion, a transparent, people-centric, and agile workplace culture that values diversity of background and talent, respects all employees equally, and ensures safety.
- **Manage Change & Infrastructure:** Oversee the implementation of effective organizational development, talent management, and change management infrastructure to support shifting operational needs and navigate ambiguity.

Strategy development and growth of facilities improvement program

- **Oversight of Engagement Programs:** Help senior leaders identify and select high priority improvement projects
- **Expand donor and volunteer engagement:** Motivate donor organizations to engage long term with facilities improvement and build program. Lead efforts to engage senior stakeholders.

Volunteer Engagement & Youth Mobilization

- **Oversight of Engagement Programs:** Provide strategic oversight and direction for the Global Village and Campus Chapter programs, utilizing these initiatives to build a strong pipeline of advocates, lifelong donors, and future leaders.
- **Expand Youth Leadership:** Foster student leadership, volunteerism, and advocacy by scaling university and college Campus Chapters across Japan, positioning these networks as key entry points for supporter involvement.
- **Build Supporter Pipelines:** Create clear, structured pathways that transition youth volunteers and campus advocates into long-term financial supporters and champions for the mission.

Operational Excellence & Governance

- **Champion Governance Standards:** Guarantee absolute adherence to the global code of ethics, core operational rules, safeguarding protocols, financial management standards, and local Japanese regulatory framework and laws.
- **Maintain Donor Accountability:** Oversee project and grant management workflows to ensure full technical compliance, utilizing sophisticated monitoring and evaluation (M&E) systems to verify programmatic impact.
- **Mitigate Operational Risk:** Integrate strict quality control measures and ethical standards into staff training and operational workflows to actively minimize risk to constituents and partners.

Required Qualifications:

Education

- Master's degree preferred in Business Administration, International Development, Nonprofit Leadership, Philanthropy, Public Policy, Communications, or a related field.

Language Capabilities

- **Bilingual Fluency:** Complete professional fluency in both written and spoken Japanese and English are strictly required (Non-native speakers of Japanese must hold at least an N1 certificate).
- **Communication Competency:** Ability to switch fluidly between both languages to deliver compelling public presentations, draft executive reports, negotiate with domestic partners, and collaborate with international stakeholders across the global network.

Leadership Competencies

- **Visionary Influence:** Compels others through embodiment and clarity of vision, building widespread internal and external support and driving action through clear articulation of a value proposition.
- **Agile Leadership:** Leads effectively through ambiguity and organizational transformation, supporting efforts to prioritize and guide employees through structural changes.
- **Uncompromising Integrity:** Upholds the highest standards of integrity, ethics, safety, and accountability while successfully navigating organizational conflict and critical decision-making.
- **Trust and Transparency:** Promotes a free flow of information throughout the organization and provides teams with the leverage and autonomy to achieve strategic goals.

Additional Preferred Qualifications

- **Bilateral & Foundation Fundraising:** Direct experience securing large-scale funding from institutional foundations and bilateral organizations (e.g., JICA, USAID, or similar governmental development agencies) is highly advantageous but not required.

Conditions of Employment:

- **Employment Type:** Contract Staff (Full-time)
- **Contract Period:** Until June 2027 (subject to annual renewal or possible conversion to a permanent contract. Probationary period of 6 months.)
- **Work Location:** Habitat Japan Office (Shinjuku, Tokyo. 1-day work from home per week)
- **Working Hours:** 7.5 hours (excluding a 1-hour break). Staggered work hours system available (start time between 6:30 AM and 10:00 AM).
- **Days Off:** Saturdays, Sundays, and national holidays; statutory paid leave; Year-end and New Year holidays (approximately 2 weeks). Note: Potential weekend work (1-2 times per month) for volunteer activities and events. Alternative days off are provided for such occurrences.
- **Salary Range:** 700,000-900,000 yen. Determined based on experience and ability. Includes fixed overtime allowance (30 hours/month), position allowance, communication allowance. Also includes dependent family allowance and housing allowance (if applicable). Commuting allowance (up to 30,000 yen) separately provided.
- **Social Insurance:** Fully covered

- **Measures Against Passive Smoking:** Smoking is prohibited inside the premises.

How to apply:

Please send the following documents to (E-mail: **saiyo@habitatjp.org**).

- **Resume** (in English and Japanese)
- **Cover letter** (in English and Japanese: approximately one A4 page; please include your reasons for applying)

After reviewing the applications, we will contact eligible candidates regarding interview dates and

Safeguarding Statement:

Habitat for Humanity requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.

Managers at all levels have particular responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse; safeguards the rights of beneficiaries and community members (especially children); and promotes the implementation of Habitat for Humanity's code of conduct.