



Little Tokyo Service Center is a social service and community development organization that has been creating positive change for the people and places in Southern California for more than 37 years. We preserve and strengthen the unique ethnic communities of our region and help people thrive. Starting with our own home in Little Tokyo, we build and strengthen communities throughout Southern California where people, culture and our collective future matter.

Job Title: **Director of Paul I. Terasaki Budokan**
Supervisor: Executive Director of Little Tokyo Service Center
Employment Status: Full-time salaried; compensation DOE
Closing Date: Open until filled

Position Summary: The **Director of Paul I. Terasaki Budokan** (also referred to as “Terasaki Budokan” or “Budokan”) will promote healthy living, youth development, social responsibility, cultural awareness and community preservation by providing leadership and overseeing the operations of a multipurpose sports and activities center in Little Tokyo, with a particular focus on programming, fundraising, and sustainability. The Director will oversee Budokan staff and work in coordination with appropriate departments and staff of LTSC.

The Director will be responsible for engaging families and individuals of all backgrounds, incomes and cultures and cultivate and deepen relationships with key stakeholders and community leaders. Key constituencies include Japanese American community and sports organizations and individuals throughout Southern California; local residents, in particular, low-income youth, families and seniors (older adults) in Little Tokyo and surrounding neighborhoods; and other populations and interests such as entities associated with the 2028 Olympics, other sports entities, civic center and government employees, other DTLA residents and businesses.

Prior to completion of construction of Terasaki Budokan, the Director will be a part of the Budokan Capital Campaign team and participate in fundraising, major donor cultivation, community outreach efforts, special events and planning for programming and operations of the facility.

Paul I. Terasaki Budokan is a program of Little Tokyo Service Center (aka LTSC) and the Director will be a member of the LTSC Executive Management Committee and also provide reports to the LTSC Board of Directors as requested.

Essential Functions:

Leadership / Administration

- Oversee the administration, programs and strategic plan of Terasaki Budokan in a manner consistent with its mission and goals and in alignment with the mission and goals of LTSC;
- Recruit, hire, train and retain competent staff to carry out day-to-day operations;
- Oversee all contracts and insure compliance with all agreements;
- Oversee Budokan facilities manager and other staff who are responsible for property management, maintenance and operations;

- Communicate effectively with target user-populations, decision-makers and potential supporters; and
- Along with LTSC Executive Management Committee and Board of Directors, help to develop strategies to connect Budokan supporters and users to LTSC and Little Tokyo.

Community and Constituency Relations / Collaborations

- Work with Budokan staff and volunteers and LTSC leadership to conduct outreach and education among potential users and supporters of Budokan;
- Work with communications staff and LTSC leadership to develop a media, marketing, social media, and outreach plans for programming/scheduling and for ongoing support of Budokan;
- Develop and nurture good will and positive relationships with various constituency representatives; and
- Form a “community advisory committee” as deemed necessary and appropriate, and participate in its meetings and activities.
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Fundraising and Fiscal Management

- Develop and maintain proposed annual budget and overall fiscal management plan;
- Develop and execute a plan and goals for fundraising and other resources to support the operations and maintenance of the facility in concert with LTSC Development Department; and
- Work with the Finance Department on financial reporting, audits, etc., if any.

Programming / Scheduling

- Work with Budokan staff to develop and execute a facility operating plan and priorities; lead the process of program development; and ensure the optimal scheduling and use of facility in a manner consistent with its mission and goals as well as the mission and goals of LTSC;
- Conduct market analysis to develop an ideal facility use pattern that takes into account the ongoing need for revenue through facility use fees and; and
- Work with LTSC fund development staff to ensure compliance with public use and other requirements specified by various grants, contracts and agreements.

Contribute, as deemed necessary and appropriate, to other activities related to LTSC as a whole.

Qualifications and Experiences:

- BA or advanced degree;
- Five or more years senior nonprofit management experience;
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting;
- Knowledge of fundraising and resource development strategies and donor relations unique to nonprofit sector;
- Strong organizational abilities including planning, delegating, program development and

task facilitation;

- Demonstrated ability to work with board members, staff, volunteers and a broad and diverse population of Budokan supporters and users;
- Demonstrated working knowledge of the community in which Budokan is located, as well as knowledge of characteristics of other potential users;
- Persuasive written and oral communication and public speaking skills;
- Strong office management and organizational skills;
- Initiative and ability to work both independently and in teams, good people skills, dispute-resolution skills, and ability to manage multiple projects effectively;
- Experience with or knowledge of Japanese American and Asian American communities preferred; and
- California driver license and access to an insured automobile.

Application Process

1. Please submit a resume and cover letter to:

Director of Budokan Capital Campaign
Little Tokyo Service Center
231 E. Third Street, G-106
Los Angeles, CA 90013

or TeraBudo@LTSC.org (preferred method)

2. Up to three (3) references may be required.