

Korean American Community Foundation

POSITION: Administrative & Communications Associate
REPORTS TO: Executive Director
START DATE: February 1, 2012

Position Summary

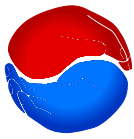
The Administrative & Communications Associate will provide support to KACF staff for general administrative tasks and the management of external relations with donors, grantee partners and the media. The successful candidate will have a deep interest in philanthropy and community issues. We are seeking a strong writer with excellent judgment and organizational skills that will be applied across a range of duties including research, communications and event planning.

Korean American Community Foundation (KACF)

Founded in 2002, the Korean American Community Foundation transforms and empowers communities through philanthropy, volunteerism and inter-community bridge building. KACF pursues these goals through grantmaking that promotes self-sufficiency for the underserved and under-resourced, by raising awareness of needs and issues, and by fostering a culture of giving. Our vision is a vibrant Korean American community working together to strengthen our society.

Responsibilities:

- Assist Executive Director with managing ongoing donor cultivation
- Draft correspondence, articles and other presentational materials as needed
- Utilize KACF's donor management system for prospect research, analysis and strategic follow up (training provided)
- Monitor KACF's website for both content and design and be responsible for ensuring weekly website updates
- Manage monthly eNewsletters, KoreAm submissions, and social media contents, including development of themes and content
- Track KACF in the media and organize files relevant to KACF and grantee partners
- Manage outreach and relationships with ethnic and mainstream media outlets
- Assist with communications (email, phone calls, mailings) between KACF and donors/grantee partners
- Assist with special event coordination and planning
- Provide general administrative support across departments
- Other special tasks as assigned



KACF
KOREAN AMERICAN
COMMUNITY FOUNDATION

Qualifications:

- BA/BS Degree required
- Minimum of two to three years of related work experience
- Strong personal integrity and a collaborative style; a self starter capable of working with limited supervision; organized and able to handle multiple projects
- Strong writing skills required
- Strong computer skills and knowledge of Microsoft Office
- Proficiency in Korean language preferred
- Flexibility to work before/after hours and some weekend

KACF is an equal opportunity employer with a competitive benefits and salary package. To apply, please email cover letter and resume to kyung@kacfny.org No phone calls please.