



Korean American Community Foundation Special Events Officer

SUMMARY

The Korean American Community Foundation seeks a dynamic **Special Events Officer** to develop the strategy for and execute all aspects of three high-profile benefit events—Annual Gala, Golf Classic and Giving Summit--and several smaller events.

The Special Events Officer will work primarily with the development team composed of the Development Officer and the Communications and Development Associate. S/he will also work closely with the President, Board of Directors and the Associate Board.

The Special Events Officer will report to the Development Officer.

KOREAN AMERICAN COMMUNITY FOUNDATION

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

- With input from the President, Board of Directors and the Development Officer, plan and implement all aspects of KACF's Annual Gala, Golf Classic, Giving Summit and high-touch events, including identifying, cultivating and soliciting event leadership, donors and corporate sponsors.
- Work with the Development Officer to map out a calendar of annual cultivation events and develop an overall donor pipeline and engagement strategy.
- Develop and maintain event budgets, including forecasting event revenue and expenses; manage events committee(s), oversee program content (speaker remarks, presentations, etc.) to ensure that the key messages are reinforced.
- Plan event logistics from inception to execution, and manage guest lists, marketing, vendor contracts, staffing, and program, and all data related to events.
- Draft all event-related correspondence, including solicitation letters, invitation and program text, acknowledgements, and other correspondence.
- Evaluate overall results of special events; provide recommendations, modifications and new approaches to support successful achievement of department and organizational goals.
- Manage the next generation philanthropist initiative that cultivates a pipeline of volunteers and donors.
- As appropriate, assist other team members to ensure effective and efficient operations of KACF. Other duties may be assigned, depending on organizational needs.



QUALIFICATIONS

- **Experience:** 3-5 years of experience in event management, volunteer management, project management, development, marketing or related work, preferably at a nonprofit organization or a foundation.
- **Communication Skills:** Excellent interpersonal, written, and verbal communication skills are required. An ability to compose and edit correspondence and basic reports, knowledge of proper English, grammar and punctuation, with knowledge of a variety of writing styles and formats. Critical thinking in assessing, compiling and disseminating information is necessary. Ability to prepare and deliver information both internally and externally, and to comfortably interact with diverse audiences, including nonprofit and community groups. Superior customer services skills. Proficiency in Korean is preferred but not required.
- **Technology Skills:** Computer literacy, including strong word processing experience, and proficiency in Microsoft Office software. Working knowledge of Blackbaud/E-Tapestry or similar CRM/donor database software preferred, with a willingness and ability to learn appropriate database and other computer programs.
- **Project Management Skills:** Strong organizational skills and attention to detail. Ability to prioritize work and adjust to multiple demands and timelines.
- **Team Work & General Skills:** Ability to follow instructions. Ability to work well independently and as a team member. Ability to take initiative and follow tasks through to completion.
- **Education:** Bachelor's degree required.

COMPENSATION

This is a full-time, salaried position and includes health insurance and other competitive benefits.

TO APPLY

KACF welcomes applications from qualified individuals. To apply, please submit a cover letter and resume to jobs@kacfny.org by Friday, August 31. Applications will be accepted until the position is filled.