**Korean American Community Foundation**

**POSITION: Development and Communications Associate**

**JOB TYPE: Full Time**

**REPORTS TO: Senior Development Officer**

**BACKGROUND:**

Founded in 2002, the Korean American Community Foundation (KACF) 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.

**POSITION SUMMARY**

The Development and Communications Associate’s primary responsibility is to support the Foundation’s development and marketing strategies, communications and media relations. This position is responsible for planning and implementing overall communications efforts to advance the Foundation through press, media, community relations, special events, and print, electronic and social media.

**Major Responsibilities:**

**Development**

* Support the overall administrative and fundraising efforts of the Development Department, and contribute to broader development strategic planning.
* Assist with the production of all in-house special events including planning, marketing, budgeting, run of show, and acknowledgement. Provide support to volunteers conducting third- party events.
* Support the management of the donor database including data entry, acknowledgements, queries, report building, and assessing donor trends and analytics.
* Support strategic community outreach to educate stakeholders, raise funds, and create strategic partnerships.
* Other duties as assigned based on department and/or organizational need.

**Communication, Development Marketing and Content Management**

* Implement the existing marketing strategy that increases the visibility of the Foundation and supports development efforts, and ensure consistent communication of brand, image and position.
* Write high-quality, inspiring communications for external audiences, including donor appeal letters, website content, social media posts and e-newsletters.
* Manage communications projects including website design, event promotional/marketing materials, annual reports, video production, and photography.
* Manage relationships with ethnic and mainstream media outlets, and write/distribute media pitches, press releases, and media alerts.
* Develop, implement and manage best-practices and new strategies for use of digital media.

**Qualifications, Skills and Knowledge Requirements**

* Experience: Minimum 2-3 years of experience in development, communications, marketing, journalism or related work, preferably at a nonprofit organization or a foundation.
* Education: Bachelor’s degree required.
* Communication Skills: Excellent interpersonal, written, verbal communication, as well as storytelling skills are required. Knowledge of Korean preferred. 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 as well as nonprofit and community groups. Superior customer service skills.
* Technology Skills: Computer literacy, including the knowledge of donor management systems and digital communications platforms is required. The Foundation currently uses eTapestry and Constant Contact.
* Project Management Skills: Strong project management with excellent organization skills, capable of handling multiple projects with competing deadlines, and the flexibility to manage shifting priorities
* Team Work & General Skills: A strong team player capable of working collaboratively with a diverse range of constituents. A self-starter capable of working with limited supervision. Knowledge of nonprofit, philanthropy, and/or Korean American community issues a plus. Flexibility to work before/after hours and some weekends

**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 explaining your interest in the position and your resume to Jennifer Kim at [jennifer@kacfny.org](mailto:jennifer@kacfny.org) with subject line: **KACF Development and Communications Associate**. Applications will be accepted until the position is filled.