**Korean American Community Foundation**

**POSITION: Senior Development Officer**

**JOB TYPE: Full Time**

**REPORTS TO: Executive Director**

**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**

Reporting to and in partnership with the Executive Director, the Senior Development Officer will spearhead development efforts to ensure KACF’s continued growth and sustainability. S/he will be responsible for planning, organizing and directing all of the Foundation’s fundraising efforts, including the major gifts program, annual fund, as well as corporate and foundation relationships. The Senior Development Officer will supervise the Special Events and Volunteer Engagement Officer and the Development & Communications Associate.

**Major Responsibilities:**

* **Fund Development Strategy and Implementation**: Together with the Executive Director and the Board of Directors, provide vision and strategic direction for the organization’s fundraising efforts, ensuring continued growth and strengthening of KACF’s fund development. Oversee all aspects of fundraising, including identification, cultivation, solicitation and stewardship. Responsible for overall planning, development and management of KACF’s relationships with individual donors and institutions through fundraising initiatives and special events. Manage direct report(s) towards achieving their goals, with an emphasis on strong coaching, development, and leadership.
* **Board Relations**: Provide leadership and staff support to the Development Committee in carrying out fundraising responsibilities. Work closely with the Board Affairs Committee on governance matters, including elections, nominations, board accountability process and more, and to ensure Board members are motivated and energized.
* **Marketing and Communications**: Ensure that marketing and development initiatives are aligned and integrated. Work closely with staff to ensure that marketing materials inform and reflect the organization’s brand identity.
* **Information Systems and Reporting:** Further build departmental information and technology systems, including prospect tracking, reporting, mailings and online fundraising tools; monitor and report regularly on the progress of development initiatives to the Executive Director, Development Committee and the Board of Directors.

**Qualifications, Skills and Knowledge Requirements**

* Experience: Minimum 5 years of experience in development, fundraising, or related work, preferably at a nonprofit organization or a foundation.
* Education: Bachelor’s degree required; Master’s degree preferred.
* 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 Senior Development Officer**. Applications will be accepted until the position is filled.