



Korean American Community Foundation

POSITION: Communications Officer
JOB TYPE: Full Time
REPORTS TO: Deputy Director & Director of Programs

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 Communications Officer will be responsible for planning and executing all internal and external communications initiatives. Working with multiple stakeholders within the Foundation, s/he will develop and refine the organization's brand voice and our messages for diverse audiences. The ideal candidate will be a great storyteller who can transform complex ideas into a shareable content.

Key Responsibilities

- Work in partnership with the KACF team to develop and implement a communications strategy that will advance our mission, increase the visibility of the Foundation and our work, and support development efforts
- Collaborate with the Development team to integrate messaging with fundraising strategies and key projects, including the Annual Gala and other special events, annual appeal and donor cultivation initiatives
- Assess and analyze research data and incorporate them in storytelling
- Cultivate relationships with ethnic and mainstream media outlets, and write/distribute media pitches, press releases, and media alerts
- Monitor media and news developments to keep the Foundation at the forefront of Korean American and philanthropic communities
- Manage KACF's website, social media, e-newsletters, ensuring that the Foundation is using our communications channel in a timely and consistent manner, assessing our imprint, and increasing our audience
- Manage communications projects including website design, event promotional/marketing materials, annual reports, video production, and photography
- Manage the planning, design, editing, production and dissemination of high quality publications under the KACF brand and for a range of audiences and purposes



- Other projects as needed

Qualifications, Skills and Knowledge Requirements

- **Experience:** Minimum 2-3 years of experience in communications, marketing, journalism or related work, preferably at a nonprofit organization or a foundation
- **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
- **Technology Skills:**
 - Working knowledge of email marketing and design programs, such as Constant Contact and Canva, or experience working with similar tools
 - Working knowledge of social media platforms including Facebook, Instagram, Twitter and LinkedIn
 - Technologically savvy and able to self-learn emerging and new tech platforms that support and amplify communications efforts
- **Communication Skills:**
 - Excellent interpersonal, written, verbal communication, as well as storytelling skills
 - Critical thinking in assessing, compiling and disseminating information
 - Ability to prepare and deliver information both internally and externally, and to comfortably interact with diverse audiences as well as nonprofit and community groups
- **Team Work & General Skills:**
 - A strong team player capable of working collaboratively with a diverse range of constituents and exhibit: individual maturity, respect for others, and team-centered approach
 - A self-starter capable of working with limited supervision
 - Flexibility to work before/after hours and some weekends
- **Cultural Competence:** Familiarity, interest and knowledge of Korean/Asian American community is a plus but not required
- **Education:** Bachelor's degree required

Compensation

This is a full-time position with a competitive salary. KACF offers a benefits package that includes employee medical and dental covered by the organization, 401(k) retirement plan, access to professional development opportunities, and additional benefits.

To Apply

KACF welcomes applications from qualified individuals. **To apply, please submit a cover letter, resume and three writing samples to Brennan Gang at brennan@kacfny.org with subject line: KACF Communications Officer.** Applications will be accepted until the position is filled.