



Korean American Community Foundation

POSITION: Special Events Officer
JOB TYPE: Full Time
REPORTS TO: President

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 Korean American Community Foundation seeks a dynamic **Special Events Officer**. As part of the development team, s/he will work closely with the President and Development Officer to develop and implement cohesive donor engagement strategies, focusing on events as a strategy to cultivate individual and corporate donors. The Special Events Officer will manage all aspects of three high-profile benefit events—Annual Gala, Golf Classic and Giving Summit—and several smaller cultivation events.

Key Responsibilities

- Collaborate with the President, Board of Directors and the Development Officer, to 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 closely 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.
- Work closely with the Associate Board, the next generation philanthropist initiative that cultivates a pipeline of volunteers and donors
- Other projects may be assigned, depending on organizational needs.



Qualifications, Skills and Knowledge Requirements

- **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
- **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:**
 - 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
- **Communication Skills:**
 - Excellent interpersonal, written and verbal communication 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 or 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 Special Events Officer.** Applications will be accepted until the position is filled.