



JOB DESCRIPTION

POSITION: Administrative & Operations Manager

JOB TYPE: Full Time

REPORTS TO: VP, Programs & Operations

BACKGROUND

Founded in 2002, KACF has a rich and long-respected history of lifting up underserved Korean Americans in New York City. As a grantmaker, capacity builder, philanthropic thought leader and convener for New York City's Korean American community, KACF has established its presence and reputation as the philanthropic leader that fosters a spirit of generosity and social change in its community. The Foundation's upcoming 20th anniversary in 2022, an energized board of directors, and a recently-completed strategic plan position KACF for a new phase of growth.

POSITION OVERVIEW

KACF seeks an **Administrative & Operations Manager** to join a small dynamic team dedicated to shepherding in this new stage of growth. This individual needs to bring a high level of organization, focus, maturity, and spirit of teamwork to the role. Working in close collaboration with the full staff, the Administrative & Operations Manager will play an instrumental role in managing the organization's operations as well as the workflow of organizational leaders.

RESPONSIBILITIES

Administrative (30%)

- Coordinate Foundation's President's schedule and daily workflow, including arranging meetings and travel logistics, expense reporting, drafting correspondences, and liaising with key staff and stakeholders to ensure the timely completion of projects and initiatives
- Ensure that the President has all necessary information and documents to support successful appointments and upcoming deadlines
- Serve as a liaison to KACF's Board of Directors and provide support to board committees. Manage calendars and scheduling for board and committee meetings, compile and distribute information and materials for board members, coordinate meeting logistics (ahead of, during and after), prepare agendas and minutes, and coordinate and curate all materials for the annual board orientation for new board members
- Perform other general administrative duties as needed

Development (30%)

- Regularly manage and update constituent database (eTapestry) and Constant Contact mailing listserv
- Manage donor and gift data from online portals into central constituent database
- Manage gift acknowledgement process and produce donor letters on a weekly basis
- Provide support on special events including planning, preparation and execution, as well as on-site support



Operations (40%)

- Work with our finance consultant and handle booking responsibilities using QuickBooks, including processing and filing invoices for vendors and donors, recording financial transactions, reconciling expense reports, ensuring accuracy of accounting data, etc.
- Maintain office supplies and equipment, receive mail, and be the office's point-of contact
- Support the staff hiring, onboarding, and offboarding processes
- Provide day-to-day administrative support, including managing and updating systems, and helping us stay compliant with state and federal laws
- Help cultivate a collaborative, inclusive, and productive work environment
- Other duties as they arise

QUALIFICATIONS

- Bachelor's Degree with minimum two-three years of administrative experience, preferably in a nonprofit organization
- Self-motivated with an eagerness to learn and develop skills
- Strong organizational and time management skills
- Strong interpersonal skills and emotional intelligence; team player
- Sound judgment and problem-solving skills
- Excellent written and verbal communication skills
- Strong database management experience
- Proficiency with QuickBooks
- Passion for the work of KACF and ability to authentically articulate and champion its mission
- Understanding and appreciation of the Korean American culture, language and traditions preferred by not required
- Available to work during non-business hours (e.g., evenings, weekends) to support key events and opportunities

COMPENSATION

This is a full-time position with a competitive salary. KACF offers a benefits package that includes employee medical, dental and vision covered by the organization, 401(k) retirement plan with match, access to professional development opportunities, and additional benefits. We currently have a hybrid return to office policy, working in the office and from home, and this may change pending how the pandemic evolves. This position is based in New York City.

TO APPLY

KACF welcomes applications from qualified individuals. **To apply, please submit a cover letter and resume to Brennan Gang, brennan@kacfny.org, with subject line: KACF Administrative & Operations Manager.** Applications will be accepted until the position is filled.