



## JOB DESCRIPTION

**POSITION:** Communications Officer  
**JOB TYPE:** Full Time  
**REPORTS TO:** President

### **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 20<sup>th</sup> anniversary in 2022, an energized board of directors, and a recently-completed strategic plan position KACF for a new phase of growth.

### **POSITION SUMMARY**

KACF seeks a **Communications Officer** to join a small dynamic team dedicated to shepherding in this new stage of growth. This individual will be responsible for planning and executing all external communications initiatives, as well as some internal communications. The Communications Officer will develop and refine the organization's voice and messages for diverse audiences. The ideal candidate is a great storyteller who can transform complex ideas into shareable content.

### **RESPONSIBILITIES**

#### **Communications Strategy**

- Develop a communications strategy with the KACF team, to increase the visibility of the Foundation and its work, support fundraising, and ultimately advance KACF's mission
- Integrate messaging with the Development team's fundraising strategies and key projects, including the Annual Gala, other special events, the annual appeal, and donor cultivation initiatives.

#### **Strategy Execution and Content Management**

- Protect the KACF brand and manage consistency in design, branding, and tone of digital and printed materials across all platforms
- Manage the planning, production, and dissemination of high quality assets and publications under the KACF brand, for a range of audiences
- Oversee consultants/vendors in designing and maintaining KACF's website, event marketing materials, annual reports, video production, and photography
- Manage KACF's online presence, including social media, website, and e-newsletter.

#### **PR/Media Relations**

- Cultivate relationships with ethnic and mainstream media outlets, and write media pitches, press releases, and media alerts as needed around key moments
- Monitor media and news developments to keep KACF at the forefront of Korean American and philanthropic communities



## QUALIFICATIONS

- **Experience:** Minimum 3-5 years of experience in communications, marketing, journalism or related work, preferably at a nonprofit organization or a foundation
- **Project Management Skills:** Strong project management skills, with the capability to handle multiple projects with competing deadlines, and the flexibility to manage shifting priorities
- **Technology Skills:**
  - Working knowledge of email marketing and design tools, 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 communications efforts
- **Communication Skills:**
  - Excellent interpersonal, written, verbal communication, as well as storytelling skills
  - Critical thinking and editorial judgement in assessing, compiling and disseminating information
  - Ability to prepare and deliver information both internally and externally, and to interact with diverse audiences
- **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 a 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 the 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, 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, resume and three writing samples to Communications Consultant Doyeun Kim at [doyeun@kacfny.org](mailto:doyeun@kacfny.org) with subject line: KACF Communications Officer.** Applications will be accepted until the position is filled.