



## Korean American Community Foundation

**POSITION:** Program Associate  
**JOB TYPE:** Full Time  
**REPORTS TO:** VP, Program & 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 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

Reporting to the Vice President of Program & Operations, the Program Associate will support the development and execution of the Foundation's grantmaking, capacity building, and other programmatic initiatives that are core to the mission of the Foundation. This individual will help manage the growing grant portfolio, cultivate grantee partner relationships, take the lead in grant database management, and support research, analysis, and coordination of programmatic activities. The Program Associate will also work collaboratively with our development and communications team.

The Program Associate will be working closely with grantee partners whose preferred working language is Korean. Some level of Korean language proficiency is required.

### RESPONSIBILITIES

- Support development of strategic plan and work plans for all programmatic work (e.g. grantmaking, capacity building, learning sessions)
- Working with the VP of Program & Operations, conduct research using online resources, analyze data, and identify trends
- Manage logistics for the participatory grantmaking process, including coordination of trainings, facilitate meetings when needed, prepare materials, and manage other event details
- Under the guidance of VP of Program & Operations, review grant proposals, attend site visits, help make grantee recommendations, and prepare reports
- Review grant records, track reports, and schedule grant payments
- Build and maintain relationships with grantee partners and community-based organizations
- Coordinate grantee/community partner convenings and committee meetings, track decisions and next steps, and circulate minutes
- Plan and coordinate logistics for learning sessions
- Provide cross-organizational support, including in donor education/organizing and fundraising
- Other duties as assigned



## QUALIFICATIONS

- Minimum 1-2 years work experience, preferably at a nonprofit organization or a foundation
- Interest in Foundation's priority of lifting up low-income Korean/Asian American communities
- Strong project management skills, with the capability to handle multiple projects with competing deadlines, and the flexibility to manage shifting priorities
- Excellent interpersonal, written, and verbal communication
- Strong analytical skills, adept at research, and impeccable attention to detail
- A self-starter capable of working with limited supervision
- 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
- Flexibility to work before/after hours and some weekends
- Some level of Korean language is required
- Bachelor's degree

## 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. 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.

## TO APPLY

KACF welcomes applications from qualified individuals. **To apply, please submit a cover letter and resume to Brennan Gang, [brennan@kacfny.org](mailto:brennan@kacfny.org), with subject line: KACF Program Associate.** Applications will be accepted until the position is filled.