



JOB DESCRIPTION

POSITION: Development Associate
JOB TYPE: Full Time
REPORTS TO: Senior Philanthropy Officer

BACKGROUND

Founded in 2002, KACF has a rich and long-respected history of lifting up underserved Korean Americans in the metropolitan New York area. As a grant maker, capacity builder, philanthropic thought leader and convener for New York City's Korean American community, KACF has established its presence and reputation as the organization that fosters a spirit of generosity and social change in its community.

POSITION OVERVIEW

KACF is expanding its work beyond the greater metropolitan New York area, and it seeks a **Development Associate** to join a small, dynamic and growing team during this exciting stage of growth. The Development Associate will play an instrumental role in supporting our development strategy and work to cultivate a culture of philanthropy in the Korean American community in a number of ways including: fundraising, special events, donor cultivation and stewardship and donor education. The position works strategically with most departments across the organization and engages externally with Board members and donors. This position offers the opportunity to build on, create and implement systems that maintain productivity in our fundraising efforts.

RESPONSIBILITIES

Development (40%)

- Support the planning and execution of KACF's development strategy, including individual and corporate giving, management of donor relationships and grant applications.
- Assist with the planning and execution of all special events, including managing guest lists and following up on payments.
- Draft email correspondence on behalf of the President, Senior Philanthropy Officer and Director of Special Events.
- Provide administrative support to the Development Team as needed.

Database Management (40%)

- Manage the RENXT donor database, including all donor and gift entries; maintain up-to-date donor information, including contact information, affiliations, touchpoints, meeting history and giving history.
- Using the moves management tool, remind the President and Senior Philanthropy Officer regarding upcoming tasks and donor touchpoints.
- Produce reports and analyze data to inform fundraising and special events strategy.
- Prepare and send tax acknowledgment letters to donors.



President & Board (20%)

- Coordinate the President's schedule and daily workflow, including arranging meetings and travel logistics, expense reporting and drafting correspondences.
- 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, prepare agendas and minutes and coordinate and curate all materials for the annual board orientation for new board members.

QUALIFICATIONS

- Bachelor's Degree with a minimum 1-2 years of work experience, preferably in fundraising for a nonprofit organization.
- Excellent writing and verbal communication skills.
- Ability to manage multiple projects for various stakeholders, and maturity to work with a diverse group of people and manage relationships.
- Self-motivated with an eagerness to learn and develop skills.
- Sound judgment and problem-solving skills.
- Creative and innovative with a desire to pilot and implement new ideas.
- Strong organizational and time management skills.
- Strong interpersonal skills and emotional intelligence; team player.
- Proficiency with the RENXT donor database is preferred but not required.
- Passion for the work of KACF and ability to authentically articulate and champion its mission.
- Understanding and appreciation of Korean American culture, language and traditions is preferred but 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 salary range of \$55,000 to \$60,000. KACF offers a competitive benefits package that includes employee medical, dental and vision covered by the organization, Simple IRA retirement plan with match, flexible spending account (FSA) for medical and transit, access to professional development and additional benefits. We currently have a hybrid office model, working in the office on Tuesdays and Thursdays and remotely on Mondays, Wednesdays and Fridays, and this may change pending how the pandemic evolves. This position is based in New York City.

TO APPLY

To apply, please fill out an application here: <https://forms.gle/3eBjXQ5haRafSKzo6>. Applications will be accepted until the position is filled.