JOB DESCRIPTION

POSITION: Associate Director, Special Events
JOB TYPE: Full Time
REPORTS TO: Director of Development

BACKGROUND
Founded in 2002, the Korean American Community Foundation has a rich and long-respected history of lifting up underserved Korean Americans in the New York metropolitan area. As a grantmaker, capacity builder, philanthropic thought leader and convener for the Korean American community, KACF has established its presence and reputation as a leading force in fostering the spirit of generosity to drive social change.

POSITION SUMMARY
KACF is expanding its work beyond the greater metropolitan New York area, and it seeks an Associate Director, Special Events to join a small, dynamic and growing team during this exciting stage of growth. As part of the development team, s/he will work closely with the Director of Development and President to develop and implement cohesive donor engagement strategies, focusing on events as a strategy to cultivate donors. The Associate Director of Special Events will manage all aspects of three high-profile events—the Annual Gala, Women’s Initiative and Giving Summit—and several smaller events. The position works strategically with most departments across the organization and engages externally with Board members and donors.

RESPONSIBILITIES

- Collaborate with the Director of Development, President and the Board of Directors to plan and implement all aspects of KACF’s Annual Gala, Women’s Initiative, Giving Summit and other events, including identifying, cultivating and soliciting event leadership, donors and corporate sponsors.
- Map out a calendar of annual fundraising and 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) and 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, 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:** Working knowledge of RENXT or similar CRM/donor database software preferred, with a willingness and ability to learn appropriate database software 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 salary range of $75,000 to $85,000. 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](#). Applications will be accepted until the position is filled.