



POSITION: Communications Associate
JOB TYPE: Full-Time
REPORTS TO: Communications Officer

ABOUT KACF

The Korean American Community Foundation (KACF) is the leading philanthropic organization in the United States dedicated to mobilizing the philanthropic impact and leadership of Korean Americans to strengthen the economic security of our community. Since its founding in 2002, KACF has fostered a culture of giving that has brought together thousands of donors to collectively invest over \$14 million in strengthening the economic security of underserved and under-represented Korean Americans in the New York metropolitan area and beyond. Now, stepping into our next chapter of growth, we aim to expand our national impact as a grantmaker, capacity builder, and convener for transformative change.

POSITION SUMMARY

As KACF evolves into a national foundation, we are seeking a Communications Associate to join our team at this pivotal stage of growth. The Communications Associate will play a key role in shaping and executing KACF's communications strategies as we expand our national footprint. This is an exciting opportunity for a creative, community-minded communications professional eager to grow and apply their skills in the nonprofit and philanthropic sectors while contributing to impactful, mission-driven work. The Communications Associate will report to the Communications Officer and work closely with the full KACF team.

KEY RESPONSIBILITIES:

Strategic Planning & Execution (40%)

- Support the development and implementation of KACF's communications strategy, including coordinating key meetings and activities, updating editorial calendar
- Manage cross-organizational communications efforts, particularly in collaboration with the Development and Programs teams to advance fundraising, programmatic, and overarching organizational goals
- Lead coordination efforts on major projects such as national campaigns and rebranding initiatives, working closely with all teams to ensure cohesion and effective execution

Content Strategy & Management (40%)

- Design, edit, produce and disseminate high-quality publications, such as the Annual Report and newsletters, and ensure consistency in branding, tone, and messaging.
- Update and routinely maintain KACF's website, social media, and email marketing platform, and other digital tools of communications
- Work with the Executive Coordinator to help curate and manage the President & CEO's social media accounts



- Monitor and ensure that internal and external communications stay aligned with KACF's brand strategy
- Gather stories from KACF's staff, grantee partners, and donor community and conducting research to identify data and statistics that can be used to support the Foundation's
- Prepare media advisories and kits, speeches, marketing briefs
- Track content performance and media coverage

Other Projects & Responsibilities (20%)

- Identify influential media outlets and journalists and build a robust media list, creating a robust media list that includes local, national, and ethnic media
- Stay up-to-date on nonprofit communications tools and best practices to enhance KACF's communications efforts

SKILLS & EXPERIENCE:

Experience

- Minimum 2 years of experience in communications, marketing, journalism or related work, preferably at a nonprofit organization or a foundation

Project Management & Leadership

- Strong organization skills with the ability to effectively prioritize tasks
- Agility and flexibility in responding to shifting priorities and deadlines
- A self-starter capable of working with limited supervision

Technology

- Working knowledge of email marketing and design programs, such as Constant Contact and Canva, or experience working with similar tools
- Working knowledge of social media platforms including Facebook, Instagram, LinkedIn, and YouTube
- Tech savviness with the ability to stay attuned to advancements that can help or amplify or streamline communications efforts

Communication

- Excellent interpersonal, written, verbal communication
- Critical thinking in assessing, compiling and disseminating information and creativity in storytelling
- Ability to prepare and deliver information both internally and externally, and to comfortably interact with diverse audiences as well as nonprofit and community groups



Teamwork

- A strong team player capable of working collaboratively with a diverse range of internal and external stakeholders who exhibits maturity, respect for others, and team-centered approach
- Flexibility in supporting the team as needed and in working as needed before/after office hours and some weekends

Cultural Competence

- Some Korean language proficiency is preferred but not required. Knowledge of or experience working within the Korean/Asian American community is a plus.

Education

- Bachelor's degree required

COMPENSATION:

\$60,000–65,000 – Commensurate with experience and qualifications. This is a full-time position offering a competitive benefits package that includes medical, dental, and vision coverage, a 401(K) with matching, an FSA for medical and transit, professional development opportunities, and more. KACF operates on a hybrid work model with in-office days on Tuesdays and Thursdays, and remote work on Mondays, Wednesdays, and Fridays. This position is based in New York City.

HOW TO APPLY:

To apply, please fill out an application [here](#). Applications will be accepted until the position is filled.