



**POSITION:** Executive Assistant to the President & CEO

**JOB TYPE:** Full-Time

**REPORTS TO:** President & CEO

## **ABOUT KACF**

The Korean American Community Foundation (KACF) is the leading organization in the United States dedicated to mobilizing the philanthropic impact 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 \$17 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 OVERVIEW**

KACF is embarking on an exciting phase of growth beyond the greater New York area and is seeking a highly experienced Executive Assistant to support the President. This role offers the opportunity to work closely with senior leadership, making an impact in a dynamic, mission-driven environment. The ideal candidate will bring a high level of professionalism, strong judgment, and exceptional communication skills, thriving in a fast-paced setting. This position requires someone who is proactive, adaptable, and confident in managing complex tasks independently while collaborating with diverse stakeholders.

## **KEY RESPONSIBILITIES**

- Serve as the President's primary point of contact, expertly managing a complex calendar, coordinating meetings, and arranging travel logistics, including occasionally making travel arrangements during evenings or weekends to accommodate the President's schedule.
- Exercise sound judgment in managing sensitive information and making discretionary decisions to support the President's needs, while consulting as appropriate to ensure alignment with organizational priorities.
- Act as the primary liaison between the President and the board, coordinating preparations for quarterly board meetings and the annual retreat, including developing agendas, organizing pre-read materials, taking detailed notes, and distributing minutes for review
- Provide comprehensive support for meetings, ensuring smooth execution by preparing agendas, managing follow-up tasks, and serving as a liaison between the President and internal/external stakeholders.
- Coordinate with the Communications team on the President's activities and ensure the President's social media profiles are updated.



- Anticipate the President's needs, proactively identifying ways to streamline workflows and address potential challenges.
- Draft, edit, and proofread correspondence, reports, and presentations, ensuring clarity, professionalism, and accuracy.
- Handle expense reporting and execute other administrative tasks and support the Director of Finance + Administration to maintain filing systems to ensure an organized and efficient office environment.
- Oversee all aspects of office management, including inventory and ordering supplies (e.g., paper, toner, coffee, etc), coordinate shared conference room usage, and work with the Director of Finance + Administration for IT equipment-related needs.
- Work in partnership with the development team to ensure seamless coordination and information sharing, supporting the President's donor cultivation meetings and activities.
- Take on additional duties and projects as needed, demonstrating flexibility and a commitment to supporting the organization's mission.

## QUALIFICATIONS

- **Bachelor's Degree** with 4-6 years of experience as an Executive Assistant, ideally supporting senior executives in a nonprofit or philanthropic setting.
- Proven ability to exercise **sound judgment**, maintain confidentiality, and handle sensitive information with discretion.
- **Exceptional written and verbal communication skills**, with a demonstrated ability to craft professional correspondence and documents.
- **Highly organized** with the ability to manage multiple priorities, deadlines, and projects simultaneously while maintaining meticulous attention to detail.
- Confident and at ease with working with multiple stakeholders, and the ability to navigate high-pressure situations with diplomacy and poise.
- **Proficiency** in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), with experience in managing complex scheduling and mail-merge functions.
- **Self-motivated** and proactive, capable of working independently while being a collaborative team player.
- Strong **problem-solving skills** and the ability to anticipate needs and take initiative.
- Passion for KACF's mission and the ability to authentically represent and advocate for its work.
- Familiarity with Korean American culture, language, and traditions is a plus, but not required.
- Willingness to work occasional evenings and weekends to support key events.

## COMPENSATION

The salary range for this full-time position is \$70,000 - \$75,000, with a competitive benefits package that includes medical, dental, and vision coverage, a 401K 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.

**TO APPLY**

Please fill out an application via [this link](#). Applications will be accepted until the position is filled.