

## **Korean American Community Foundation**

**POSITION:** Program Officer

**JOB TYPE:** Full Time

**REPORTS TO:** VP, Program & Operations

### **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 SUMMARY**

As KACF evolves into a national foundation, the Program Officer will play a key role in advancing our grantmaking and programmatic efforts during this pivotal stage of growth. Reporting to the VP of Program and Operations, this role will focus on helping to shape and execute the Foundation's grantmaking strategies, managing grantee partner relationships, and evaluating program effectiveness. The Program Officer will work closely with the Capacity Building team as the Foundation is committed to supporting the organizational development of our partners.

This is a full-time position that requires proficiency in Korean (conversational or professional) and occasional travel for site visits and events.

### **RESPONSIBILITIES**

#### **Grantmaking**

- Support the full lifecycle of grantmaking: application preparation, proposal review, site visits, funding recommendations, and outcome monitoring
- Conduct inquiry calls and assist applicants throughout the grants process
- Draft grant dockets for Board review
- Manage the participatory grantmaking process, including coordinating trainings, facilitating meetings, preparing materials, and overseeing event logistics
- Conduct sector research throughout the year to identify trends, gaps, and inform strategy

#### **Partnerships & Field Building**

- Cultivate and maintain strong relationships with nonprofits and grantee partners
- Build relationships with peer funders and share relevant learnings with the Foundation

**Systems & Compliance**

- Ensure accuracy and integrity across the grants management platform and related databases to meet legal, audit, and foundation standards

**Programs & Events**

- Help plan and implement grantee partner events as well as Nonprofit + Philanthropy Leader Convenings and public education workshops, including developing agendas, identifying speakers, and managing logistics

**Cross-Team Collaboration**

- Partner with the Capacity Building team to facilitate cross-functional learning
- Support Development and Communications teams with data and materials
- Actively participate in organization-wide initiatives

**Additional Duties**

- Contribute to special projects and other responsibilities as assigned

**QUALIFICATIONS**

- 3–5 years of experience in grantmaking, nonprofit program management, or philanthropy
- Commitment to 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
- Proficiency in Korean language is required
- Bachelor’s degree

**COMPENSATION**

The salary range for this full-time position is \$75,000-\$85,000 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**

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