KOREAN AMERICAN COMMUNITY FOUNDATION

JOB DESCRIPTION

POSITION: **Events & Development Operations Associate**
JOB TYPE: **Full Time**
REPORTS TO: **Associate Director of Special Events**

BACKGROUND

Founded in 2002, the Korean American Community Foundation (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 **Events & Development Operations Associate** to join a dynamic team during this exciting stage of growth. The Development & Events Operations Associate will play an instrumental role in supporting our development operations and fundraising events to cultivate a culture of philanthropy in the Korean American community. The position works strategically with most departments across the organization and offers the opportunity to build on, create and implement systems that maintain productivity in our fundraising efforts.

RESPONSIBILITIES

Special Events Support (40%)

- Support the Associate Director of Events in the planning and execution of KACF's fundraising and donor cultivation events.
- Support event logistics such as guest tracking and on-site coordination.
- Maintain event-related donor and guest records in Raiser's Edge, ensuring accurate tracking of attendance and engagement
- Prepare event materials including name tags, seating charts, run-of-show documents, and post-event follow-up lists, as needed
- Coordinate ordering of event supplies, materials, and branded items, ensuring timely procurement within budget
- Track vendor contracts and payments, liaising with Operations/Finance to ensure accurate and timely processing
- Draft event-related communications on behalf of the Development team and KACF leadership as needed

Development Team Support (30%)

- Support the execution of KACF's development strategy, including database management, individual and corporate giving, cultivation of donor relationships, and grant applications.
- Draft email correspondence as needed on behalf of the Development team.
- Collaborate with the development team to identify key improvements and enhancements in our development operations, especially moves management and pipeline management.
- Provide administrative support to the VP, Development and Director of Development as needed.

- Collaborate closely with the Special Assistant to the CEO to support the CEO on development priorities.
- Assist with scheduling, meeting preparation, and follow-up for donor meetings and internal team meetings, as assigned.

Donor CRM & Gift Management (30%)

- Maintain RENXT donor database, including all donor and gift entries; implements best practices for gift processing, acknowledgments, pledge tracking, and data accuracy while collaborating with Operations to enhance efficiency.
- Support preparation for donors meetings (such as briefings and presentation materials) and track notes and next steps.
- Play a key role in implementing database improvements and stronger moves management and pipeline management in Raiser's Edge.
- Conduct monthly finance reconciliation with the Associate Director of Operations.
- Prepare and send tax acknowledgment letters to donors in a timely manner.

QUALIFICATIONS

- Passion for the work of KACF and ability to authentically articulate and champion its mission.
- Minimum of one year of relevant experience. Previous development experience with knowledge of the fundamentals of fundraising principles, processes, and moves management preferred.
- 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 attention to detail
- Strong interpersonal skills and emotional intelligence; team player.
- Experience with CRM/donor management database software (especially RENXT) preferred.
- Available to work during non-business hours (e.g., evenings, weekends) to support key events and opportunities as needed. Available to travel on occasion for donor events.

COMPENSATION

This is a full-time position with a salary range of $65,000 to $70,000. 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. 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.