



## **JOB ANNOUNCEMENT**

Position: ***Development & Communications Coordinator***

Status: Full-Time

Reports to: Director of Development and Communications

**The Korean American Family Service Center, Inc. (KAFSC)** is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion and dignity. Each year, over 2,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KAFSC seeks a dynamic, experienced individual who is excited to join a small, fast-paced team. This is a dynamic position that includes fundraising, development, and communications responsibilities with a strong connection to KAFSC's programmatic work and mission. This position is a full-time position, and reports to the Director of Development and Communications.

### **KEY RESPONSIBILITIES**

#### **Annual Benefit Gala Support**

- Support the Gala Leadership Team (Gala Co-Chairs, Board Chair, Executive Director, Director of Development and Communications) for successful planning and implementation of its Annual Gala to include but not limited to:
  - Research, plan, and prepare a timetable and plan of action that can be used effectively to execute event
  - Create and maintain systems for prospecting, updating, recording, reporting and communication with all prospects, to include regular maintenance of reports and data
  - Review and develop all written correspondence, agendas, and reports and ensure everything is current and effective
- Support Gala-Related events as needed especially in regard to invitation/e-news design, other signage, preparation as needed, as well as, event set-up/break down and run-of show
- Manage creation of content for Invitation, Journal, and Gala Website
- Design all signage/creative pieces needed for Gala to meet print deadlines
- Prepare and maintain budgets for the gala and gala-related events
- Prepare, maintain, and update records for historical purposes and to serve as a resource to be used for directing the event in the future

#### **Special Fundraising/Donor Events**

- Manage all non-gala special fundraising/donor events for the entire life cycle of multiple events, to include:
  - Purple 5K Run
  - One Day Restaurant/Restaurant Week
  - Holiday Party

- House Concerts
  - VIP or Donor Events
- Work with Director of Development and Communications to envision new donor events to engage unreached donor groups
- Update and maintain event vendor listings for Development Team (space rentals/free locations, mtg rooms, bartender services, printing vendors, etc.)
- Design Annual Appeal in coordination with Director
- Update donor database and produce donor acknowledgement letters

### **Communication & Marketing**

- Develop a clear and strong brand for KAFSC to be implemented into all of our social media, traditional media, event, and print communication/distribution ensuring all content is consistent with our mission, values, and standards
- Cultivate staff understanding and usage of the KAFSC brand agency-wide
- Work with Director of Development and Communications to create standardized templates for presentation and marketing materials and press releases to be used among staff for any training, outreach, marketing, and internal meeting or event
- Develop a system for print/design requests and design agency printed materials (flyers, posters, brochures, signage, etc.) in a timely fashion
- Manage and update our agency-wide yearly communications calendar (social media, press)
- Develop and release monthly e-newsletters, printed newsletters, and press releases as needed in a timely fashion
- Manage and update website content to be current, informative, and easy to navigate including web traffic data reports
- Create content and maintain consistent presence across all social media channels including Facebook, Instagram, Twitter, LinkedIn, and YouTube
- Manage the agency's advertisement campaigns for Korean Business Directories and newspapers
- Attend program events and assist as needed (e.g. setup, photography, clean-up, etc.); Write up events for inclusion in the monthly newsletters, social media, and traditional media

### **Other Responsibilities**

- Attend staff meetings, other administrative meetings and events
- Assist with educational programming implementation as needed
- Perform other duties as assigned by KAFSC's Executive Director and Director of Development and Communications

### **Qualifications**

- 3+ years' experience at non-profit or cultural institution, with a focus on fundraising and communication
- Bachelor's degree or equivalent combination of education and experience in related field
- Must demonstrate ability to work independently and with a team, as well as, take initiative with projects
- Extremely detail-oriented and organized
- Ability to think creatively, and prioritize multiple tasks
- Experience working with individuals from diverse cultural and economic backgrounds
- Superb interpersonal skills and commitment to donor experience
- Excellent written and oral communication skills
- Fluency in the Korean language is a plus, but not required
- Must be able to work evening events approximately 20 times a year and weekends, as needed

- Proficiency in using Microsoft Suite (Word, Excel, Access, PowerPoint, and Publisher); experience with Salesforce preferred but not required

### **Compensation and Benefits**

- Competitive salary plus excellent benefits including health insurance, vision/dental insurance
- Generous 25 days of paid time off in addition to paid holidays and birthday off
- Pre-tax TransitChek

### **HOW TO APPLY**

Send a resume and cover letter to [hr@kafsc.org](mailto:hr@kafsc.org).

No phone calls please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at [www.kafsc.org](http://www.kafsc.org).