



JOB ANNOUNCEMENT

Position: ***Grants Management Coordinator***

Status: Non-Exempt Full-time

Reports to: Executive Director

The Korean-American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting survivors of gender-based violence 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 and dignity. Each year, over 2,500 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KAFSC seeks a dynamic and experienced individual who can manage all aspects of grant writing and grants management.

KEY RESPONSIBILITIES

- Assist in maintain the up-to-date records for grant tracking calendar and access information
- Coordinate and work with program staff/directors/finance team to put together the full grant applications and submit on time
- Coordinate with program staff/directors/finance team to put together the grant reports and submit on time
- Assisting in identifying grant opportunities and pursuing grants:
 - write draft of the grant proposals for government, foundation, and corporate funding
 - Understand the domestic violence-related funding landscape and assist in cultivating the
 - Work with Finance team in preparing programming budgets for proposals
- Assist in coordinating all the site visits as necessary
- Assist in ensuring grant award and contract conditions are implemented correctly and produce acknowledgement letters to the respective funders
- Edit public facing contents drafted by the Communications Coordinator
- Update donor database and produce donor acknowledgement letters
- Prepare documents and presentations for all appropriate, project-related activities
- Attend and proactively participate in regular staff meetings and check-in meetings with immediate supervisor
- Assist Supervisor/Executive Director as guided

Qualifications

- 1 -2 years of 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



- Excellent writing, research, and analytical skills
- Fluency in the Korean language is a plus, but not required
- Proficiency in using Microsoft Suite (Word, Excel, Access, PowerPoint, and Publisher); experience with Salesforce preferred but not required

Compensation

- 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.

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.