



EXECUTIVE DIRECTOR

The Korean American Foundation is a new community foundation dedicated to strengthening the common good and improving the quality of life in our neighborhoods. Our mission is to (i) improve the lives of the most vulnerable and marginalized members of our community with a particular focus on Korean Americans, (ii) promote philanthropy and be an effective and diligent steward of charitable funds, and (iii) collaborate with community based organizations (“CBOs”) to build their capacity to increase their effectiveness and ensure their sustainability.

Position Summary

The Executive Director of the Korean American Foundation will be responsible for the effective leadership and management of the foundation according to the strategic plan set by the Board of Directors and in line with KAF’s mission. The ED will be in charge of all operations associated with KAF including fundraising and program development. There will be a heavy focus on development in all areas as KAF is in its early stages.

Duties

Internal Leadership | Works with the Board to steward KAF’s mission

- Implement policies and directives established by the Board
- Provide support to the Board by preparing meeting agendas, reports, and other supporting materials

Financial Performance | Ensures KAF’s financial health and sustainability

- Responsible for financial planning, budgeting, and management
- Submit annual budgets and monthly financial statements to the Board
- Develop and implement fundraising/fund development strategies and events
- Work with the Board to develop and implement effective asset management strategies
- Oversee periodic audits

Organization | Manages operations and programs in alignment with KAF’s mission and Board directives

- Oversee day-to-day operations

- Hire/recruit and supervise staff & volunteers
- Coordinate with professional advisors
- Create and maintain grant program, including applications, grant management, donor acknowledgement, grant distribution, evaluation, etc.
- Responsible for strategic planning to ensure long-term sustainability

Communications | Serves as the public head of the organization

- Raise awareness and visibility in the community via various channels, including annual reports, press releases, social media, and other marketing materials
- Develop and maintain strong and supportive relationships with grantee organizations and donors
- Collaborate with other like-minded organizations for greater impact on the community as a whole

Skills

- Excellent written and oral communication skills
- Strong administrative and organizational skills; demonstrated ability to oversee many projects from origin to execution
- Good people skills to build relationships with donors, grantees, and community at large
- Well-developed leadership abilities; supervisory skills for working with staff & volunteers

Qualifications

- Bachelor's degree; advanced degree (e.g., MBA, MPA, JD) preferred
- 5-7 years professional experience in nonprofit field; 3-5 years senior management experience
- English-Korean bilingual preferred
- Certified Fund Raising Executive certification preferred
- Deep understanding and interest in the issues related to the Korean American community

Type: Full-time

Salary: Commensurate with experience

Start Date: July 2021

How to Apply

Please send your resume and cover letter to info@KoreanAmericanFoundation.org