



JOB ANNOUNCEMENT

Position: ***Director of Development and Communications***

Status: Exempt Full-time

Reports to: Executive Director

Supervises: Two full-time and one part-time positions

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 in recognizing and eliminating 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 3,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

The Director of Development and Communications (DDC) plays a vital role in advancing KAFSC's mission through strategic fundraising and effective communication. Collaborating closely with the Executive Director, the DDC is responsible for broadening our funding base and ensuring our success stories reach our stakeholders effectively.

KEY RESPONSIBILITIES

Grants Management:

- Proactively identify and pursue grant opportunities (government, foundation, corporate).
- Foster relationships with funders and articulate KAFSC's vision and needs compellingly.
- Collaborate with Executive Directors and other Directors in preparing and submitting grant applications and reports.

Fundraising and Event Management:

- Collaborate with the Executive Director and the board to lead the planning and execution of special events (annual gala, donor events).
- Cultivate relationships with major donors and enhance individual giving strategies.
- Coordinate with the team for smooth event logistics and donor acknowledgments.

Communications:

- Work with the Executive Director in developing a cohesive brand and visual identity for KAFSC.
- Supervise communications strategies, including social media and promotional materials.
- Work with the Executive Director in engaging in campaign planning to expand contribution avenues.

Administration:

- Implement a comprehensive donor and grants management system via Salesforce.
- Represent KAFSC at external events and participate in outreach activities.
- Assist in administrative tasks and event planning as needed.



QUALIFICATIONS

- Bachelor's degree with 5+ years of relevant experience in development and communications.
- Proven track record in event management and handling budgets.
- Excellent writing and communication skills; ability to convey complex ideas clearly.
- Experience with digital communication tools and project management.
- Availability for occasional evening events; Salesforce proficiency.
- Strong interpersonal skills; experience with high-net-worth donors.
- Knowledge of Korean or/and immigrant community issues is a plus.
- Bilingual in English and Korean preferred but not required.

COMPENSATIONS AND BENEFITS

- Salary range: \$100,000 - \$110,000 commensurate with experience
- Benefits include health, dental, and vision insurance, flex spending account, generous paid time off, and 401k match for eligible participating employees.

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/careers.