



DEVELOPMENT MANAGER

JOB DESCRIPTION: Korean American Family Services is a non-profit organization seeking a Development Coordinator to work under the supervision of the Executive Director. This individual is responsible for coordinating fundraising events, maintaining donor relations, and messaging to potential donors through social media and KFAM's website. Position requires some evening and weekend hours. This is a full-time position.

JOB DUTIES & RESPONSIBILITIES:

1. Fundraising
 - Work closely with Executive Director and Board of Directors to identify and carry out fundraising strategies to increase donation amounts and expand number of donors
 - Coordinate fundraising and other donor events, such as annual Gala, Comedy Night, Open House, etc.
 - Solicit corporate and individual sponsorships through invitation mailings, emails, calls, and meetings
 - Maintain accurate database of contacts and donors
 - Track fundraising revenues and expenses; maintain budget and project timeline
 - Organize board meetings and conference calls, including event planning, powerpoint, and minutes
2. Community Outreach and Social Media
 - Assist in creating flyers, posters, digital flyers, gala program booklet and annual report
 - Regularly update social media and website to keep KFAM's online presence current
 - Work with vendors on developing videos, Public Service Announcements, and other visual tools to share KFAM's work to a larger audience
 - Troubleshoot issues on website, content management; search for KFAM in the news
3. Provide office-wide administrative support to create an organized work environment
 - Answer calls and greet clients as back up to receptionist, when needed
 - Provide support to other administration and programmatic staff, as needed

QUALIFICATIONS:

- Bilingual Korean highly preferred
- 2+ years of fundraising, special events coordination, development, or other related experience
- Must be self-starter, highly driven, and able to work independently
- Computer proficiency, including Microsoft Word and Excel. Photoshop or Illustrator experience a plus
- Previous experience working with Korean community or non-profits a plus
- Must have strong organizational skills, be good at multi-tasking, and detail oriented
- Must have strong interpersonal and communication skills—good at working with people.

BENEFITS: Annual salary \$38,000 - \$48,000 depending upon experience.

CONTACT: Please email your RESUME AND COVER LETTER *in English* to:
kyeom@kfamla.org *No phone calls please.*

This is an Equal Opportunity Employer