



Korean American Community Foundation of San Francisco

Seeking: Executive Director (Full-Time) (January 2024)

Introduction

The [Korean American Community Foundation of San Francisco](#) (KACF-SF) is seeking a dynamic and energetic leader with a passion for KACF-SF's mission who can transform our burgeoning organization to become a more impactful foundation. KACF-SF in less than nine years, has become a significant supporter of community-based organizations providing vital health and social services to vulnerable Korean Americans in the Bay Area. The new Executive Director (ED) will build on early successes, strengthen the infrastructure, and lead the next phase of growth to elevate KACF-SF to a new level.

The successful candidate will be a strategic thinker and doer; a hands-on leader across a wide range of organizational functions; an effective team builder and manager; a strong collaborator and communicator; able to build and maintain relations with donors as well as community partners; able to understand Korean cultural norms and work across generations.

Background

KACF-SF, launched in October 2014, is a 501c (3) nonprofit organization, the first of its kind serving the greater Bay Area's Korean American community. Our mission is to build a connected and thriving community where all Korean Americans could live healthy and empowered lives. KACF-SF pursues its mission through grantmaking, technical assistance, and other program activities.

Since our launch, we have disbursed \$2.7 million in grants and technical assistance to 40 nonprofits and community-based organizations to address our most pressing needs including in mental health, senior care, domestic violence, youth empowerment, and civic engagement. In the coming years, we aim to become an increasing source of funds and resources for community-based organizations addressing the needs of under resourced individuals and families; continue to increase knowledge and awareness of issues in our community; and foster philanthropic giving and volunteer engagement. We believe that this work will contribute to building lasting and meaningful connections across generations and communities.

KACF-SF is affiliated with the Korean American Community Foundation (KACF) in New York, which has been a leader in the Asian American philanthropic community for the last 22 years.

Key Responsibilities

The ED's responsibility is to support and carry out the mission and values of KACF-SF. The ED will oversee two staff members and a few consultants initially but will be expected to build out a team of staff. The ED will report to a Board of Directors and work closely with the Board Chair and provide support to Associate Board consisting of young professionals. KACF-SF has an office space in Oakland, but the hybrid working mode is welcomed. With the small size of the staff the ED is expected to be a hands-on contributor, not just directing the staff, at least until the team is fully staffed. Frequent travel for meetings and events throughout the Bay Area is required.

- Strategic Planning and Execution: Assure that the organization has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress. Provide leadership in developing grantmaking and fundraising strategies.

- Fundraising: Work with the board to ensure the organization's fiscal soundness and transparency through various fundraising activities. Includes continuous expansion of donor bases for private and public funding, donor cultivation, and annual fundraising and special events.
- Programming: Direct all areas of program development and delivery, working closely with program manager/ consultants/advisors. Includes grantmaking, provision of technical assistance, and special initiatives. Seek and develop strategic partnerships with other funders to collaborate on common causes and initiatives to magnify our impact.
- Overall Administration & Management. Direct all areas of administration and organizational management. Includes staff and volunteer management, budget and financial management, legal/regulatory compliance, and website development and maintenance.
- Community Relations: As a key spokesperson for KACF-SF, maintain a positive image through strong working relationships with community leaders, grantee partner organizations, donors/funders, press, and other stakeholders. Develop relations and partnerships with relevant organizations and target groups such as young professionals.
- Board Support and Leadership: Work closely with Board members to ensure KACF-SF's work is aligned with its mission, policies, and goals. Provide leadership to promote Board support, interest, and growth.

Qualifications

- Bachelor's degree in a related field
- At least 7 years of management experience in the non-profit or for-profit sector with a proven leadership track record.
- Strong leadership, strategic planning, project management skills and collaborative team player.
- Commitment to excellence, demonstrated initiative with strong attention to detail, and efficient execution of tasks.
- Outstanding communication (writing, public speaking, group facilitation) and interpersonal skills.
- Strong commitment to growing mission areas of philanthropy and community empowerment.
- Competence in fiscal management and managerial skills.
- Strong background and experience in program and/or fundraising & development a big plus.
- Understanding of Korean cultural norms, and ability to work effectively across cultures and generations. Proficiency in spoken and/or written Korean an asset.
- Proficiency in MS Office (Word, Excel, PowerPoint)

Salary commensurate with experience; health insurance and retirement benefits provided. Relocation support negotiable. Start date is flexible. Search will continue until position is filled.

Interested candidates, please submit a resume and a cover letter to sohkim@kacfsf.org.