



Korean American Community Foundation of San Francisco

JOB OPPORTUNITY: OPERATIONS ASSOCIATE

(Will consider part-time or full-time)

December 2018

Interested in joining nonprofit where your work will have meaning and impact? Are you passionate about philanthropy and “giving back” to your community, and have a passion for contributing your skills and talents? The Korean American Community Foundation of San Francisco is seeking a full-time or part-time Operations Manager to build on our early successes as a new charitable foundation in the Bay Area.

Who We Are: The [Korean American Community Foundation of San Francisco](#) (KACF-SF), launched in October 2014, is the first of its kind serving the greater Bay Area’s Korean American community. Our mission is to empower individuals and transform communities by raising awareness of needs and issues within the Korean American community, promoting self-sufficiency for the underserved and under-resourced, and fostering a culture of philanthropy. KACF-SF pursues its mission through grant making, technical assistance, and other activities. Our vision is a vibrant Korean American community working together to strengthen our society.

Position Summary: The Operations Manager will work closely with the Executive Director (ED) on operations at KACF-SF’s. The Operations Manager is responsible for ensuring the day-to-day administration of KACF-SF including handling organization’s operations, financial management and bookkeeping, and programmatic and event logistics.

Candidates should be highly organized self-starter with a passion for our community, detail-oriented, financially-savvy and a problem-solver.

Flexible work schedule: Work from home 2 days, Oakland office 2 days and San Mateo office 1 day a week. Also, there will be occasional travel to meetings and events throughout Bay Area.

Key Responsibilities:

- **Compliance, HR, and General Office Management**
 - Ensure legal compliance with federal and state requirements, and maintain associated policies and files.
 - Process staff payroll and manage Federal & State tax filing and payments
 - Maintain well-organized and updated files on shared Google Drive and Dropbox.
 - Ensure and implement process flow and overall operations.

- **Financial**
 - Manage and maintain organization’s financial & donor database system.
 - Provide support to ED and Treasurer in preparing an annual budget, projecting cash flow, monitoring expenditures and forecasts, and creating financial reports for the Board.
 - Manage organizational checking accounts and online merchant processing (PayPal/Stripe).
 - Manage accounts receivable & payable and vendor relationships.
 - Manage bookkeeping data entry using QuickBooks.

- Events Logistics & Support

- Logistics coordination & execution for a variety of fundraising and programmatic events.
- Managing sponsorships and donations, including the invoicing, follow up and processing of donations.

Qualifications:

- Bachelor's degree and minimum 1-5 years' work experience
- Highly organized & able to juggle multiple tasks; demonstrated strong follow-through on assigned tasks
- Proficient with MS Office (Word, Excel, PowerPoint)
- High level of comfort with Excel, budgeting & basic bookkeeping
- Knowledge or familiarity of Quickbooks.
- Excellent interpersonal skills and cultural sensitivity
- Strong written and oral communication skills
- Excellent attention to detail.
- Demonstrated ability to work independently and complete tasks with minimal supervision

Salary commensurate with experience; healthcare benefits provided. Applicants who meet the minimum qualifications, please send a resume and cover letter explaining your interest, qualifications and salary requirements to: lpark@kacfsf.org. To learn more about us, please visit kacf.org.