



NAKASEC
미주한인봉사교육단체협의회

Job Announcement

Title: Development Associate

Type: Full-Time Position, Hybrid, Non-Exempt

Location: Chicago, IL

Annual Salary Range: \$55,000 - \$60,000

Supervisor: NAKASEC Director of Development

About NAKASEC

The National Korean American Service & Education Consortium (NAKASEC) is a leading Asian American immigrant justice organization advocating for systemic change at the local, state, and federal levels. NAKASEC is a network of affiliate grassroots community-based organizations in six states (IL, NY/NJ, PA, TX, and VA) and a national staff. Our mission is to organize Korean and Asian Americans to achieve social, racial, and economic justice.

The Development Associate will play a key role in a team effort to ensure that NAKASEC and our network have the critical resources required to support movement building, organizing and advocacy campaigns, and infrastructure development. This position involves a high volume of writing and therefore requires strong writing, editing, proofreading, and research skills. The Development Associate will report to NAKASEC's Director of Development.

NAKASEC's national office is located in Chicago, IL, with team members working both in Chicago and remotely in other cities; the Development Associate position is located in Chicago and the staff member is expected to work in the office at least two days a week. NAKASEC staff are represented by the Industrial Workers of the World (IWW) and the Development Associate is a member of the group of employees represented by the Union. Salary and benefits are subject to union bargaining.

Major Responsibilities

- Grant Research, Writing, and Reporting
 - Work within a development team to draft and edit grant proposals and reports for NAKASEC and affiliates.

- Meet with NAKASEC and affiliate staff as needed to collect information for grant applications and reports.
- Interview organizations to which NAKASEC provides subgrants to collect information for grant applications and reports.
- Research demographic and other relevant information to strengthen grant proposals.
- Research potential funders for NAKASEC and affiliates.
- Update NAKASEC's grant calendar to ensure that deadlines are met.
- Organize and maintain grant files for NAKASEC and affiliates.
- Regularly attend staff and strategy meetings to obtain information for grant writing, reporting, and fundraising purposes.
- Individual Giving
 - Assist and lead segments of work for NAKASEC fundraising campaigns, including events (in-person and virtual)
 - Help track sponsors and individual outreach for fundraising events.
 - Administer gift acknowledgements.
 - Draft copy for social media posts, email, and direct mail appeals
- Donor Cultivation & Appreciation
 - Assist in managing fundraising database and tracking systems.
 - Coordinate end-of-year donor and volunteer appreciation.
 - Assist in creating and writing content for donor newsletters.
 - Answer inquiries from donors.
 - Travel to funder meetings as needed.
- Other duties that may be assigned related to the list of job duties above and necessary for the fulfillment of NAKASEC's mission.

Qualifications

- Strong vision of community empowerment and deep commitment to changing the world with marginalized communities.
- At least two years of nonprofit administrative experience; development work preferred.
- Strong research and writing skills.
- Ability to meet deadlines and manage multiple projects.
- Ability to be a creative thinker, resourceful, proactive, and deft at problem solving.
- Ability to execute day-to-day tasks and work independently.
- Enjoys both listening to and sharing ideas and opinions.
- Ready to resist racism, patriarchy, homophobia, transphobia, classism, and ableism.

- Ability to regularly travel to meetings, retreats, actions, affiliate galas, and other NAKASEC and affiliate events.
- Ability to work some evenings and weekends.
- Working knowledge of Google Workspace / Microsoft Office; experience with CRMs preferred
- COVID-19 vaccination required to work at NAKASEC.
- Bilingual in English and an Asian language a plus.

Interested applicants should send the items listed below to jobs@nakasec.org; please make the subject of your email **Development Associate**. Applications will be reviewed until the position is filled.

- cover letter specifying why you are interested in this position
- resume
- two writing samples (grant materials are preferred, if available)

NAKASEC is a 501(c)(3) nonprofit organization and an equal opportunity employer. People of color, women, queer, and non-binary folx are encouraged to apply. Deadline: Friday, January 3, 2025. Interviews with potential candidates will be conducted on a rolling basis.