



KOREAN
CENTER, INC



Executive Director – Job Opportunity

[The Korean Center, Inc.](#) (KCI) and [Intercultural Institute of California](#) (IIC), based in San Francisco, seeks a dynamic and skilled Executive Director (ED) with a passion for the missions of KCI and IIC who will proudly guide and support our programs, staff, Board of Directors, students, faculty and community. The ED will be the key leader of the KCI and its affiliated Korean language and cultural programs, and of the IIC and its English language programs.

Reporting to the Board of Directors, the ED will have overall strategic, fiscal and operational responsibility for all KCI & IIC-affiliated programs. The ED is expected to quickly develop a deep knowledge of the KCI and IIC staff dynamics and communication channels, core programs, operations and financial objectives. The ED will work with a sense of urgency in executing current and developing new and diverse fundraising strategies that meet objectives established by the Board. The successful candidate will be a strong collaborator and communicator, able to work effectively with the Board and staff to ensure well-informed and timely decisions are made and goals achieved.

Key Responsibilities

- ***Overall Administration & Management:***
 - Lead, coach, develop, and retain KCI and IIC's high-performance senior management team and ensure proper support for teaching and support staff (10 full-time and part-time staff and more than 30 teachers).
 - Create and manage budgets to effectively maintain operations, and ensure sound fiscal management.
 - Recommend timelines, milestones and resources needed to achieve strategic goals.
 - Ensure the organization remains in compliance with all legal and regulatory requirements.
 - Deepen and refine all aspects of marketing and communications—from web presence to external relations—with the goal of creating stronger branding for KCI and IIC.
 - Actively engage and energize KCI and IIC volunteers, board members, event committees, alumni, partner organizations, and funders.
- ***Programming:***
 - Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of curricula and all programs.
 - Assess KCI and IIC's positioning in the market in relation to other institutions with similar offerings and engage prospective strategic partners to effectively execute and expand programs, outreach and branding.
- ***Fundraising/Development:*** Implement diverse fundraising strategies and mechanisms—including private donors and foundations, federal and state funding—with a view to expanding revenue generating, grant writing, and fundraising activities to support existing program operations and expansion.
- ***External Relations:*** As the key spokesperson for KCI/IIC, maintain a positive image through productive working relationships with key stakeholders in the community, donors/funders, and the media. Build and maintain strong relations and strategic partnerships with organizations and target groups in the community.

- **Board Support & Leadership:** Work closely with Board members, especially the Executive Committee, to ensure KCI and IIC's work is aligned with its mission, policies and goals. Provide leadership to promote Board support, interest and growth.

Qualifications

Required

- Minimum 3 years as a successful leader (preferably in the nonprofit sector) with proven visionary management and strategic planning capability
- Strong track record in fundraising and development
- Demonstrated competence in effective and transparent fiscal management and organizational development
- Experience developing, directing, and leading teams with demonstrated excellence using outcome measurements and goal-setting
- Outstanding communication skills (writing, public speaking, group facilitation)
- Fluency in spoken and written English
- Desire to make a difference in the Korean American community in the Bay Area

Preferred Experiences and Skills

- Affinity for and experience with Korean culture, Korean American community, and immigrant issues
- Korean language skills
- Experience writing successful grant proposals
- Experience working with a nonprofit board

Compensation

- Highly competitive and commensurate with experience
- Health insurance, paid vacation and sick leave

About KCI

[KCI](#) is a community-based, nonprofit organization in the heart of San Francisco, established in 1974 to assist newly arrived Korean immigrants to realize their full potential in America through English language classes, training, and cultural and social services. In its 40+ years of service, KCI has evolved to offer a year-round Korean language program (King Sejong Institute) and cultural and educational programs -- including classes, workshops and events -- to promote Korean culture in San Francisco and the greater Bay Area.

About IIC

[IIC](#), a wholly-owned subsidiary of KCI, is a nonprofit institution, accredited by the Commission on English Language Program Accreditation (CEA). IIC provides affordable, quality English as a Second Language instruction to post-secondary students from around the world. We have over 200 students, 15 instructors, and several administrative staff. Our programs include General English, Business English, and iBT TOEFL test preparation.

Interested candidates should send a resume and detailed cover letter to:

EDsearch@koreancentersf.org. No phone calls please.