JOB OPPORTUNITY
Job Title: Fund Development Assistant
Reports To: Director of Philanthropy
Job Location: Seattle, WA
Hours/Schedule: Part-time, Non-Exempt, 16 hours per week
Primarily weekdays with occasional evenings and weekends

ABOUT KIN ON
Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On’s mission is to honor and support elders and families by offering culturally Asian and linguistically appropriate healthy living services in a healthy living community. Kin On is an aging-friendly community which includes the Rehab & Care Center and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, Health Home and Healthy Living program serving Asian older adults in our community.

JOB DESCRIPTION
Kin On is searching for a dedicated part-time Fund Development Assistant to assist our organization's Fund Development Team in various administrative duties. Your role will help strengthen relationships with clients and donors, encourage organizational growth, and promote the organization's mission and values to external stakeholders. Administrative duties will include assistance with mailings, donor acknowledgements, event and sponsorship support, and social media and communications support.

GENERAL RESPONSIBILITIES
• Prepare and mail thank you/acknowledgement letters to donors
• Assist with preparation and mailing of annual mailings, including appeal letters, annual reports, etc.
• Provide event and sponsorship support for organization events
• Manage social media accounts and Mailchimp e-newsletter, including content creation
• Manage Fund Development Team inventory
• Communicate with donors or potential donors in person, on the phone, and by email in a professional manner
• Other duties as assigned

QUALIFICATIONS, KNOWLEDGE AND SKILLS
• Familiarity with social media and communication tools including Facebook, Instagram, and Mailchimp
• Proficient in Microsoft Office applications, Google Suite, and Zoom
• Attention to detail and organized
• Dependable, able to meet deadlines
• Chinese language skill a plus
• High level of professionalism, and excellent interpersonal and communications skills
• Strong organization and problem-solving skills
• Ability to work collaboratively and independently in a socio-culturally and economically diverse setting
• Able to lift 25 lbs
• Must be authorized to work in the United States

COMPENSATION AND BENEFITS:
• Pay: $20.00/hour - $22.00/hour
• Flexible Spending Accounts
• 403(b) retirement plan and employer-contributed SEP (One-year employment eligibility)
• Paid sick leave: 0.031 hours for every hour worked
• Discount on meals
• Free parking
WORKING ENVIRONMENT:
This role interacts with a community-based organization. Work is performed within a normal office environment.

HOW TO APPLY:
Please apply through the Kin On online application and candidate portal on the Kin On careers page. Only qualified individuals will be contacted for an interview.

Kin On is An Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.