

Duties and responsibilities

EAAFP Foundation Coordinator

1) Coordinate the project implementation of EAAFP Foundation

- Coordination with stakeholders in project management.
- Monitor and report the progress of project implementation.
- Supporting development of annual work plans and budgets of the Foundation.

2) Administrative work for the foundation

- Performing a wide range of administrative tasks including preparing and/or processing administrative requests/documents.
- Performing of obligatory work for the Foundation like reporting to the Competent Authorities, submitting the documents, financial audit and etc.
- Developing administrative guidelines for the Foundation system.
- Arrange and coordinate the regular board meeting of the EAAFP Foundation.
- Arrangement of the meeting and event which is hosted by the Foundation.
- Compiling and maintaining reports and minutes of meetings.
- Translating requested information in Korean and/or English (Foundation documents will be mainly in Korean, exceptionally when requested by Chief Executive of EAAFP Secretariat and other cases)

3) Finance work for the foundation

- Setting up and Management of the Foundation budget on a yearly basis.
- Managing the whole budget and analysing/ delivering all financial data including monthly accounting report and required documents.
- Preparing the Auditor's report on budget and expenditure carried by an independent auditor and provide it to the donors for ensuring budget transparency.
- Dealing with bank work and tax matter for the Foundation.
- Performing other financial related tasks as required.

4) Management of donors for EAAFP foundation

- Managing the Member Relationship Management System.
- Coordination with the donor, partners, and issuing donation receipt for both corporate donors and individual donors.
- Updating and maintaining the donor database.
- Managing the EAAFP Foundation website.