

THE WOMEN'S FOUNDATION: OPENING FOR A DEVELOPMENT MANAGER

The Women's Foundation is a leading NGO dedicated to the advancement of women and girls in Hong Kong through research, community programmes, and education and advocacy. The Foundation now seeks a full-time Development Manager to join its rapidly growing and dynamic executive team with immediate effect.

PRINCIPAL RESPONSIBILITIES:

- Managing and developing TWF's donor database, comprising both corporate and individual sponsors and international and local grant-making organisations
- Planning and executing all fundraising events and initiatives e.g., annual fundraising dinner, International Women's Day celebration and other donor outreach events
- Providing ideas and data for TWF's strategic plan and operational budgeting and continuously tracking development performance vs budget
- Developing and implementing TWF's donor communications strategy
- Managing the donor database on Salesforce and data on previous events and existing/target donors
- Managing TWF's mentorship programme for young professional women and liaising with corporate partners
- Developing new donor engagement initiatives e.g., a continuous giving programme, a TWF endowment fund

REQUIRED EXPERIENCE:

- Undergraduate university degree (e.g., B.A. or equivalent) from a blue-chip academic institution
- Experience of fundraising, involvement in community programmes and/or communications
- Proven ability to organise and manage large-scale events, from inception to post-event follow up
- Experience in researching, preparing and giving presentations
- CRM experience and/or experience in creating, managing and mining data
- Interest in women's issues and/or working with marginalized communities

REQUIRED SKILLS:

- Word, Excel, and PowerPoint skills
- Fluent written and spoken English; Cantonese proficiency a plus
- Well-developed organisational and administrative skills
- Strong verbal and written communication skills, including the ability to effectively dialogue with key corporate and individual donors

EMPLOYMENT TERMS:

Appointment is subject to a probationary period of 3 months. Salary will depend upon the successful candidate's seniority and experience.

TO APPLY:

Interested candidates should send their curriculum vitae with details of their professional and academic background, two referees, availability and expected salary to Connie Liu at connie@thewomensfoundationhk.org. The Women's Foundation is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only. For more information on The Women's Foundation, please visit our website: www.thewomensfoundationhk.org.