



THE HONG KONG PHILHARMONIC SOCIETY LTD

Assistant Development Manager

The Assistant Development Manager plays a vital, hands-on role in sponsorship execution, fundraising, and donor engagement for Asia's leading symphony orchestra. This is an exciting opportunity for a proactive and versatile professional with strong relationship management, communication, and digital skills. The role offers exposure across both sponsorship and philanthropy initiatives, and candidates should demonstrate capability and enthusiasm in both areas.

Key Responsibilities

General Fundraising Support

- Handle donor and sponsor communications in a professional and timely manner;
- Produce high-quality written materials for donor and sponsor audiences;
- Maintain and update the CRM system, ensuring accurate tracking of profiles and preparing regular fundraising and income reports;
- Manage payment procedures with sponsors, donors, and partners;
- Support relationship management across donor and sponsor portfolios;
- Research and identify prospective sponsors and donors.

Concert Sponsorships

- Manage end-to-end execution of concert sponsorships, ensuring all contractual obligations are delivered accurately and on schedule;
- Prepare sponsorship packages and presentations, and support the Development Team in sponsor solicitation;
- Act as the main coordinator for sponsors, including ticketing, hospitality, acknowledgements, and benefit fulfilment.

Donors Management & Fundraising Events

- Support database management and stewardship of individual giving programmes (Annual Fund, Student Ticket Fund, Ambassador Fund, Maestro Circle, Chair Endowment), including acknowledgements, benefits, renewals, and ongoing engagement;
- Assist in planning and executing fundraising events (e.g., gala dinners, donor events, fundraising concerts), including guest management, seating, logistics, and post-event follow-up.

Qualifications & Requirements

- Bachelor's Degree holder or above in Business, Communications, Marketing, or a related discipline.
- Minimum 3 years of experience in fundraising, arts administration, event management or marketing; prior experience in marketing communications and collateral development or experience in cultural and arts industry will be a strong advantage.

- Excellent project management skills to manage projects end-to-end, prioritise effectively, and meet tight deadlines.
- Proven content management and visual design skills, with the ability to create high-quality fundraising and sponsorship materials, including persuasive proposals and sponsorship decks for donors and sponsors (portfolio preferred).
- Attention to detail with strong accuracy in proofreading, event logistics, contract fulfilment, and data management.
- Excellent communication skills in written and spoken English and Chinese (Cantonese and Mandarin), with strong interpersonal skills and the ability to engage confidently and professionally with sponsors, donors, senior stakeholders, and external partners.
- Self-motivated, proactive, and resilient, with the ability to thrive in a fast-paced environment. Proficient in using AI tools to improve both quality and efficiency of work.
- Knowledge of corporate sponsorship and philanthropic landscape or experience with donor CRM systems will be an advantage.

Applicants should send a detailed resumé with current and expected salaries to [**hr-dev@hkphil.org**](mailto:hr-dev@hkphil.org).

Application deadline: 19 July 2026.

All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purpose only.

www.hkphil.org