



The Hong Kong Philharmonic Society Ltd

Development Manager

Reporting to the Director of Development, the Development Manager is a key contributor to drive major sponsorship and fundraising activities of the Society.

Key Roles and Responsibilities

- Responsible for the day-to-day management of contractual sponsorships, including implementation, execution and service of all aspects of the contractual agreements between the Society and the Society's concert sponsors and sponsors of special projects;
- Lead the planning, implementation and full execution of the annual fundraising concert and gala dinner at the direction of the Fundraising Committee;
- Create event sponsorship packages and lead the solicitation and securing of sponsorships;
- Organize and lead the collaboration with marketing team on event concept, graphic design/production/printing of sponsorship support materials and event marketing;
- Work closely with the Director of Development to cultivate long-term and effective partnerships with past, existing and prospective patrons and sponsors;
- Manage the Society's fundraising programmes, including Annual Fund, Student Ticket Fund, Ambassador Fund, and Maestro Circle;
- Maintain an updated CRM system to facilitate real-time profile tracking and development;
- Provide on-site support to sponsorship and fundraising activities when required;
- Carry out concert duties and specific tasks as assigned, which may include nights and weekends.

Attributes

- University graduate in Business, Communications, Marketing or other related discipline, with a minimum of 5 years' working experience;
- Experience in fundraising, proposal writing and pitching, relationship management, marketing, and event management;
- Possess the ability to excel in an environment that requires significant self-initiative, strong organizational skills, attention to detail, the capacity to anticipate project needs, manage multiple projects simultaneously, and collaborate effectively with various team members, both internal and external to HK Phil;
- Excellent communication and presentation skills in both Chinese (Cantonese and Mandarin) and English;
- An interest in and/or knowledge of classical music will be an added advantage.

Applicants should send a detailed resume, indicating current and expected salaries, to hr-dev@hkphil.org.

Application deadline: 4 November 2024. All applications will be treated in the strictest confidence.

www.hkphil.org

(Personal data collected will be used for recruitment purpose only)