French May Arts Festival – Grant and Administrative Coordinator
(12-Month Renewable Contract)

French May, one of Asia's leading multi-disciplinary cultural festivals, is seeking a Grant & Administrative Coordinator to strengthen the organization's grant management, administrative governance, and financial coordination processes.

Main responsibilities

Grants & Funding Administration

- Maintain a comprehensive funding calendar covering application deadlines, reporting requirements, grant disbursements, and settlement claims for public and private funders, including the Hong Kong Jockey Club, Mega Arts and Cultural Events Fund, and other government or foundation funding bodies
- Coordinate the preparation and compilation of applications and reporting documents across departments
- Liaise directly with funders on administrative and procedural matters
- Track disbursement schedules and ensure the complete settlement of grants

Administrative Governance

- Prepare and follow up on partnership agreements and contracts in collaboration with the Production Team
- Support Executive Management in implementing and monitoring French May's internal policies
- Maintain accurate records, documentation, and audit trails for administrative decisions and approvals
- Ensure internal processes are consistently followed across departments

Financial & Budget

- Monitor invoice processing and payment status in close collaboration with the Administration & Finance team
- To assist Executive Management with budget preparation
- To assist the Accounting Manager in preparing documentation for audits and financial reviews

General Administrative Support

- Assist the Executive Director in preparing administrative materials, including documentation for Board meetings and association-related matters

Profile & Qualifications

- Bachelor's degree in Business Administration, Finance, Public Administration, Nonprofit/Arts Management, or related fields
- Minimum 3 years of experience in grants administration, NGO/nonprofit finance, administration, or a comparable role
- Strong organizational skills and process discipline; comfortable managing multiple deadlines and stakeholders
- Fluent in English and Cantonese/Chinese; French is a plus
- Familiarity with Hong Kong nonprofit governance and public funding bodies (e.g., HKJC, government arts funds) is an advantage
- Discretion and reliability in handling financial and administrative information
- Have a passion for arts

What We Offer

- 15 days of annual leave, plus up to 15 additional days of compensatory leave where applicable
- Medical insurance coverage

For interested parties, please submit your application with a detailed CV, current and expected salary, and date of availability to mehdi.brit@frenchmay.com on or before **28th November 2026 (Saturday)**.

Shortlisted candidates will be contacted for an interview. Early submissions are encouraged.