

Officer - Partnership and Development

Job Description

Reporting to the Senior Manager of Partnership and Development, the Officer of Partnership and Development will support fundraising event, membership engagement and grant administration initiatives at CHAT.

The successful candidate will be responsible for:

- managing membership and donor records, ensuring accurate data entry, proper documentation and timely updates of databases and filing systems;
- supporting the implementation and delivery of CHAT's membership programme, including membership benefits, events and communications;
- assisting in the preparation of grant applications, funding proposals, presentations, budgets, reports and supporting materials;
- assisting in the preparation of funding reports and monitoring grant deliverables;
- conducting research on prospective funding opportunities, donors, sponsors, corporate partnerships and charitable foundations;
- assisting in the planning, coordination and execution of fundraising, membership and partnership events;
- drafting EDMs, fundraising materials and other written content in English and Chinese;
- building and maintaining positive relationships with CHAT's members, patrons, donors, sponsors and partners; and
- performing ad hoc duties and projects as assigned.

You should have/be:

- Bachelor's degree in Business Administration, Communications, Marketing, Arts Administration or related disciplines, with 2-3 years of relevant work experience.
- excellent written and spoken English and Chinese, with strong writing, editing and proofreading skills; Putonghua proficiency is an advantage.
- experience in fundraising, membership management, event coordination, grant applications and reporting is preferred.
- strong research, analytical and logical thinking skills, with exceptional attention to detail, accuracy and quality in documentation and data management.
- good team player to collaborate with other teammates to attain the shared goals.
- social and willing to talk with people in professional manner.
- passionate to work in art and culture industry.
- highly organised, responsible and able to manage multiple tasks.
- proficient in Microsoft Office and Canva
- flexibility to work evenings and weekends when required.
- willing to understand and follow CHAT's Vision, Mission and Value.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by 22 Oct 2026.

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after the application deadline may consider their applications unsuccessful.*