

Recruitment

The Hong Kong Resource Centre for Heritage (HKRCH) is a non-profit organization committed to conserving and promoting Hong Kong's culture and heritage. We engage schools, communities, and the wider public through educational programs and community activities to raise awareness and foster a shared responsibility for heritage conservation.

We are now seeking an experienced and dedicated Chief Executive to lead our organization and support its long-term development.

Key Responsibilities

- Provide leadership and support to the Board, ensuring effective governance and organizational development.
- Oversee program planning, financial management, and operational performance.
- Lead fundraising and development efforts, maintaining strong ties with existing funders and exploring new funding opportunities.
- Build and strengthen partnerships with government departments, community groups, and private sector stakeholders.
- Promote HKRCH's mission and advocate for heritage conservation in the wider community.

Requirements

- Degree or equivalent qualifications in anthropology, architecture, cultural studies, heritage conservation, or education. Candidates with a master's degree or PhD are preferred.
- At least 10 years of senior management experience, with a strong record of administration, organizational leadership, and development.
- Proven track record in fundraising and project design.
- Demonstrated leadership, strategic planning, and problem-solving skills.
- Strong communication, interpersonal, and team management skills.
- Well-established network and experience in engaging stakeholders from both public and private sectors.

How to Apply

Applicants should submit the following documents by email to hr@hkrch.org.

- A cover letter outlining relevant experience and interest in the role
- An up-to-date curriculum vitae
- Salary expectation
- Any other supporting documents

Only shortlisted candidates will be contacted for an interview.