



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organisation committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following post:

Development Officer

(Contract Period: Oct 2026 - Apr 2027)

Working closely with the Development Manager, the position will support individual giving, fundraising operations, CRM and donor data management, donation processing and donor communications.

Responsibilities

- Support individual giving and fundraising initiatives, including digital and regular/monthly giving.
- Assist in donation processing, payment arrangements and related operational workflows.
- Maintain donor and donation records in the CRM/database and support data updating, cleansing and reporting.
- Assist in CRM/database enhancement, data preparation and system testing.
- Handle donor enquiries, receipts, acknowledgements and donor communications.
- Support fundraising campaigns, events and other Development Department activities.

Requirements

- Degree holder with at least 2 years of relevant working experience.
- Experience in fundraising, individual giving, donor services, CRM/database management or related areas is preferred.
- Experience in an NGO, donation/payment processing or regular giving would be an advantage.
- Good numerical, data-management and organisational skills, with proficiency in MS Office, particularly Excel.
- Detail-minded, proactive and service-oriented, with good communication skills.
- Good command of written and spoken English and Chinese.

Please apply before **1 October 2026** with full résumé stating current and expected salary, and a covering letter outlining skills and experience relevant to the above requirements.

Applications can be sent by mail to the Human Resources and Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

The HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)