

The Hong Kong Virtuoso Chorus Assistant Manager (Development)

Job Description

Report to the Senior Manager, the **Assistant Manager (Development)** will be responsible for:

- Working closely with different teammates to assist in executing fundraising activities and initiatives;
- Maintaining enduring relationships with potential and existing donors, grant-giving foundations and institutions, and corporate partners;
- Collaborating with various teams to identify and pursue funding opportunities for both ongoing and new initiatives and preparing applications, proposals and reports;
- Developing programmes for individual donors, including quarterly gatherings;
- Managing donors' exclusive communication including creation of donor newsletters;
- Assisting with concerts/programme production duties, and;
- Performing ad hoc assignments and other duties as required to support the organisation's mission and objectives.

You should have/be:

Education

Bachelor's Degree in cultural management, music, cultural studies, or related fields preferred.

Experience

Minimum **5** years of relevant working experience in arts and cultural sector, or a related field, preferably with exposure to NGOs, Government, or public and social service settings.

Requirements

- Good command of written and spoken English and Chinese.
- Good interpersonal and teamwork skills, strong drive and career interest in charity work.
- Demonstrated passion for arts and culture, especially in choral music or music fields.
- Responsible and enthusiastic individual with creative energy and self-initiative, able to work under pressure and meet tight deadlines.
- Quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done.
- Proficient in MS Office, Canva and relevant software applications.
- Ability to handle sensitive and confidential information with discretion.
- Hong Kong permanent resident aged 18 or above

Application Process

The Hong Kong Virtuoso Chorus is an equal opportunity employer. Interested candidates should email their cover letter, CV, expected salary with contact information to info@hkvchorus.org by 30 Sep 2026.

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