



Assistant Manager, Fundraising and Development

Job Duties

- Work closely with Executive Director and Development Committee to develop and grow HKAC fundraising programme.
- Lead and manage all fundraising activities, explore new income streams, and keep improving existing fundraising operations' effectiveness.
- Plan and execute large-scale event-based fundraising activities such as charity galas.
- Identify and liaise with potential corporate sponsors and partners, building and maintaining strong relationships.
- Develop fundraising event proposals and programs, and pitch to prospective sponsors.
- Manage fundraising event budgets to ensure sound financial performance.
- Collect and analyze fundraising event data, provide feedback and recommendations for improvement.
- Assist in maintaining members' database.
- Not responsible for soliciting or managing individual donations.

Job Requirements

- Degree in business development, marketing or related discipline.
- Minimum 3 years of related experience, preferably with fundraising event management experience.
- Proven track record of developing and executing successful fundraising events and retention strategies is definitely an advantage.
- Experience in fundraising projects is preferred.
- Excellent organizational skills and attention to detail.
- Result-driven and self-motivated.
- Proactive and a good team player. Strong interpersonal and communication skills.
- Excellent communication in both English and Chinese.
- Proficiency in MS Office including word, Excel, PowerPoint, Illustrator.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email hr@hkac.org.hk. Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.