

Development Associate (minimum 3 days per week for six months)

Terms of Reference

This is an exciting volunteer opportunity to get involved in the heart of a small human rights NGO in Hong Kong and work with a close-knit creative and dynamic team to raise vital funds for our direct services and advocacy work to protect the rights of refugees, other people seeking protection, survivors of torture, human trafficking and forced labour.

The Development Associate will work closely with the Grants and Donor Relations Manager (direct reporting) to assist with the delivery of a fundraising strategy that supports the development of Justice Centre Hong Kong.

This is an ideal role for someone seeking a part-time opportunity to use their skills in PR/marketing/fundraising/business development. This role will suit some-one who is passionate about leveraging their knowledge and connections to create long-lasting partnerships to secure funding and support for the work of Justice Centre Hong Kong.

Scope of role:

- To maximise fundraising opportunities for Justice Centre Hong Kong by assisting in building and maintaining new relationships with corporate partners, sponsors and donors.
 - To attract additional corporate partners, sponsors and donors by assisting in preparing proposals to garner their support.
- To maintain our donor database and correspondence with donors including donation receipts.
- To research and promote individual fundraising/sponsored events such as marathons.
- To research relevant grant opportunities and assisting in drafting funding proposals.
- To assist in collating information for our funding reports to existing donors.
- To attend relevant fundraising and networking events on behalf of Justice Centre Hong Kong.
- Additional fundraising tasks as assigned by the Grants and Donor Relations Manager.

Key skills and qualifications

- A demonstrable passion and commitment for human rights is important.
- Flexibility, team spirit and ability to work off own initiative in a fast-paced environment is a must.
 - At least 2 years' experience in PR/marketing/fundraising/business development is essential.
- Excellent networking and public speaking skills are crucial.
- Detail-orientated and timely project management skills are required.

- Experience working in/with the corporate sector and an existing network in Hong Kong is a definite advantage.
- Excellent written and verbal communication skills in English are necessary.
- Knowledge of spoken and written Chinese is an advantage.

How to apply

Interested parties should be resident in Hong Kong and have permission to volunteer. This role is unpaid. This role is based at Justice Centre Hong Kong's office in Sai Ying Pun. Normal office hours are from 9:30 am to 6:00 pm, Monday - Friday.

To apply please send a CV and a short statement of interest by **5pm on Friday June 10** to **jobs@justicecentre.org.hk** with "Development Associate" in the subject line.

Applicants invited for interview will be contacted by Tuesday June 14. Unfortunately, due to the high level of interest in our organisation, we are only able to reply to shortlisted applicants.