

Fundraising and Development Manager

Role: Fundraising and Development Manager

Reporting to: Executive Director

Work hours: Full-time (9:30am-6pm, Monday-Friday)

Contract: May to December 2016 (8months)

Location: Justice Centre Hong Kong, 18/F, 202 Centre, 202-204 Des Voeux Road West, Sai Ying Pun, Hong Kong.

This is an exciting opportunity to work for a small human rights NGO in Hong Kong with a close-knit creative and dynamic team to raise vital funds for our direct services and raise awareness of our work to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, survivors of torture, human trafficking and forced labour.

The Fundraising and Development Manager will responsible for delivering an ambitious fundraising strategy as we look to enter an exciting new phase of expansion of our services and programmes.

Scope of role:

- Responsible for meeting our funding targets and the implementation of our fundraising strategy;
- Identify new sources of unrestricted and restricted funding and oversees grant applications for Justice Centre's work;
- Manage and develop new and existing relationships with Justice Centre's donors including overseeing timely and accurate reporting to funders;
- Oversee fundraising events and provide support to our Events Coordinator;
- Oversee the design and implementation of our fundraising appeals and campaigns, and pilot our regular giving programme;
- Pilot our new Corporate Partnership programme by development and managing a portfolio of corporate partners;
- Oversee the financial and relational aspects of our Pro Bono Partnership Programme;
- Participate in the senior management team, liaising with other managers and contributing to the development and implementation of organisational policies, practices and procedures, ensuring staff coordination and workflow;
- Manage the Fundraising and Development Team and hold responsibility for team budget, staff development and the implementation of the fundraising strategy;
- Provide input and support to our Board Fundraising Committee;
- Represent Justice Centre at events and external relations engagements;
- Act as Officer-in-Charge in ED's absence when assigned;
- Perform other duties as assigned by ED.

Key skills and qualifications

Essential

- At least 8-10 years' experience in progressively responsible fundraising roles in a corporate or NGO environment;
- University degree from a recognized institution;
- Successful grant proposal writer to family foundations, corporations and international grant-making organisations for multi-year grants upward of HK\$1 million;
- Proven track record of success in corporate fundraising;
- Experience delivering fundraising appeals and integrated fundraising and advocacy campaigns;
- Strong writing, editing, presentation and relationship management skills, including the ability to engage with senior-level stakeholders and corporate partners;
- Self-starter, highly motivated and resourceful problem solver, with a strong attention to detail;
- Well-connected and expert networker;
- Organised project manager with strong planning and financial management and working knowledge of ZERO or excel;
- Excellent written and verbal communication skills in English.

Desirable

- Knowledge of spoken and written Cantonese is an advantage.
- Experience of human rights and working with the NGO sector an advantage.
- Knowledge of the corporate sector in Hong Kong.

The salary for the Fundraising and Development Manager is HK\$30,000 per month + benefits, including medical and dental insurance.

Please e-mail your CV and statement of interest to jobs@justicecentre.org.hk with the subject line "Fundraising and Development Manager". Applications will be considered on a rolling basis.

Unfortunately, due to the high level of interest in our organisation, we are only able to reply to shortlisted applicants.