

## Terms of Reference

### Purpose of the position:

Reporting to the Head of Fundraising and Development the Fundraising and Development & Arts Prize Volunteer will work within the Fundraising and Development team to raise Justice Centre's public profile at different levels and in different spheres, to assist with Justice Centre's individual giving programme and assist with the planning and execution of the Hong Kong Human Rights Arts Prize.

### Key responsibilities:

- Develop and implement donor engagement activities and cultivation events to identify, cultivate, solicit individual and corporate donors, with the goal to inspire philanthropic giving and provide on-going donor engagement opportunities in line with Justice Centre's individual giving strategy.
- Identify opportunities for community engagement and coordinate Justice Centre's presence at external engagement opportunities, including identifying appropriate speakers (staff/refugee speakers).
- Conduct outreach work with Hong Kong schools to increase awareness of Justice Centre and the issues Justice Centre works on
- Update and maintain the database for Justice Centre's Individual Giving Programme
- Develop and deliver communications with Justice Centre's individual donors
- Assist with the planning of the Hong Kong Human Rights Arts Prize (to be held in May 2020), including liaising with Artists, assisting with drafting and distributing communications around the event, researching and approaching potential sponsors and event coordination and management,
- Perform other duties as assigned by the Head of Fundraising and Development/ED as required
- Participate in organization-wide initiatives, such as events, planning days, work-planning