

Fundraising & Events Manager

Help for Domestic Workers provides free advice and assistance on employment, immigration and human rights issues to domestic workers in Hong Kong. We are looking for someone to develop and lead our fundraising and events strategies and to increase public and donor awareness of our work, and the issues affecting our clients.

Purpose of Role:	Reporting to the CEO of HELP, to develop and implement a fundraising and events strategy for HELP
Reports to:	The CEO of HELP
Key Relationships:	The CEO, Board Member Responsible for Fundraising & Events, Director and staff of HELP, Volunteers, Clients
Key External Contacts:	Sponsoring bodies (eg. law firms, banks, foundations), individual donors, statutory and voluntary sector funders and supporters

Key Responsibilities:

- To develop and implement a fundraising strategy and annual fundraising targets for HELP as approved by the CEO and HELP Board.
- To develop and implement a programme of events for HELP to further fundraising campaigns as approved by the CEO and HELP Board.
- To increase donor revenue by identifying potential corporate and individual donors.
- To cultivate and manage existing and prospective relationships with donors, partners and stakeholders.
- To work with individuals, communities and businesses to raise awareness of the HELP's Mission and Vision.
- To be responsible for the planning, management and execution of all aspects of fundraising events for HELP with support from the HELP Board, staff and volunteers as required.
- To train and lead fundraising and events volunteers and interns as needed to execute HELP's fundraising strategy.
- To be responsible for the fundraising & events annual budget and to work with the finance committee to develop internal procedures for handling donations.
- To work closely with the Communications Manager with regard to the development of content and materials that promote the HELP cause and support fundraising activities.
- To record all grant and donor-related information as part of an effective donor relations management strategy on a CRM database.
- To positively represent and promote HELP in all its dealings with external agencies.

Key Skills:

- Bachelor's degree and over 10 years relevant fundraising experience with significant NGO exposure
- A proven track record of fundraising.

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- Significant experience of events management. An expert networker with excellent interpersonal and relationship management skills Proven organisation and project management skills with the ability to plan and prioritise tasks and to meet multiple deadlines on tight budgets
- Highly developed communication skills with the ability to present the organisation's Vision and Mission in a compelling way.
- A s highly motivated self-starter and resourceful problem solver.
- Proven ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse environment
- Excellent written and verbal English language skills are essential, Cantonese and or Mandarin language skills would be an advantage.

Job Type: Part-time (3 days per week)

Salary: HK\$20,000 to HK\$30,000 /month