

Deputy Chief Executive Officer

The Job

- Reports to Chief Executive Officer in the overall planning, development and execution of the HKBCF's strategy to accomplish its mission.
- Formulates and implements fundraising strategies for the sustainable development of the HKBCF, including identifying resource requirements, researching funding sources, establishing strategies to approach donors and preparing proposals and applications for funding.
- Develops strategies and campaigns to optimise brand awareness of the HKBCF.
- Assists Chief Executive Officer in liaison with external parties to build and maintain a strong positive image and branding for the HKBCF.
- To be accountable for the management and operations of the HKBCF including but not limited to the effective implementation of commitments made to donors and sponsors, running of the executive office, manpower planning, human resource management, financial planning and budgeting, management of service operation and corporate support system.
- Ensures compliance with all relevant statutory procedures and governance required of the HKBCF as a charitable organisation.
- Assists Chief Executive Officer in Initiating, executing and leading projects as and when required by the Management Committee.

The Candidate

- University graduate with at least 15 years of experience in senior management capacity. Familiar with the operation environment and culture of non-profit organisations.
- Must have solid experience in fundraising; experiences in public relations, corporate communications or related areas will be advantageous.
- Possesses sound knowledge on corporate and governance management, finance and human resources, and resource planning and deployment.
- Strong ability to lead and manage professionals from different fields, including health care, accounting, research, public relations and human resources.
- Passionate, caring and energetic who believes the mission of the HKBCF. Understands the external environment including political, social and

economic situation and trends.

To Apply

Interested parties, please send your full resume stating salary expectation, date of availability and the test/exam result of English Language to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.