

Senior Officer, Fundraising

The Job

- Implement established fundraising, donation and marketing plans to meet the yearly fundraising and donation targets;
- Conduct donor engagement activities to strengthen relationship with donors;
- Manage and maintain donor database in accurate manner;
- Implement marketing and promotion campaign for services of HKBCF; measure and evaluate the effectiveness of the campaign for continuous improvement;
- Work closely with cross-functional colleagues; liaise and coordinate with external agencies and service providers;
- Carry out any other duties as assigned by supervisor.

The Candidate

- Bachelor's Degree in Communication, Marketing, Public Relations, Journalism, Language/Literature, or related discipline;
- 3-5 years' solid experience in fundraising, event management, marketing, communications, etc. Hands-on experience in NGO's fundraising is preferred;
- Good interpersonal skills. Ability to work with people from a broad range of background internally and externally;
- Well organized and result-oriented with empathetic communication manner is preferred;
- Excellent command of both English and Chinese with exceptional bilingual writing skills is a must;
- Candidate with less experience will be considered as Officer, Fundraising.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability 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.