

Senior Officer, Fundraising

The Job

- Act as a contact point for fundraising related enquiries via phone, email and social media, responding in a professional and timely manner.
- Conduct donor engagement activities to strengthen relationship with donors.
- Maintain comprehensive and accurate records on our donor database in line with organisational procedures.
- Assist in implementing strategic and tactical fundraising plans.
- Assist in planning and organising year-round fundraising events and campaigns.
- Support key service teams of HKBCF on their marketing activities from planning to logistics management.
- Provide administrative support for day-to-day operation of the Fundraising & Communications department.
- Carry out any other duties as assigned by supervisor.
- Work closely with cross-functional colleagues, liaise and coordinate with external agencies and service providers.
- Provide support in other duties as assigned by the Executive team.

The Candidate

- Bachelor's Degree in Communication, Marketing, Event Management, Language/Literature, or related discipline.
- At least 3 years of relevant work experience.
- Strong administrative and organisational skills with keen attention to detail.
- With good interpersonal skills and ability to work with people from a broad range of background internally and externally.
- Passionate about making a difference in the community.
- Proficient in MS Word, Excel and PowerPoint.
- Excellent command of both English and Chinese.

To Apply

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

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.