

Assistant Manager/Officer, Fundraising & Communications

Key Responsibilities

- Support the Foundation's fundraising division in planning and executing various fundraising events and initiatives, including charity walks, flag days, symposiums, seminars, and partnership activities.
- Assist in coordinating fundraising events and activities, including logistics, vendor liaison, materials preparation, on-site support, and post-event follow-up when required.
- Cultivate partnerships and explore collaboration opportunities for fundraising initiatives and events.
- Liaise with internal and external stakeholders, including donors, sponsors, corporate partners, vendors, volunteers, and supporting organisations.
- Maintain and update donation and donor databases, and support donor relationship management and follow-up communications.
- Provide daily administrative and operational support, and perform ad hoc duties as assigned.

Requirements

- Degree holder in Event Management, Marketing, Communications, or a related discipline.
- 2–4 years of relevant working experience in fundraising, event coordination, administration, donor relations, or marketing; NGO experience is preferred.
- Proficient in PC applications, including MS Word, Excel, and PowerPoint.
- Experience in CRM/database management is an advantage.
- Excellent command of written and spoken English and Chinese.
- Self-motivated, well-organised, detail-oriented, and willing to handle both coordination and administrative duties.
- Candidates with less experience will be considered for the position of Officer.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org on or before **31 Aug 2026**.

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.