

## THE WOMEN'S FOUNDATION: NETWORKS MANAGER

The Women's Foundation (TWF) is a leading NGO dedicated to the advancement of women and girls in Hong Kong through research, community programmes, and education and advocacy. TWF is seeking a full-time Networks Manager to join its dynamic team to develop and execute the strategy for their growing network of influencers including Male Allies, 30% Club, and other initiatives. This position would suit an experienced manager from a professional services or corporate background who is energetic, strategic, organised and passionate about women's issues.

### PRINCIPAL RESPONSIBILITIES

- Develop and execute strategy for TWF's network of networks comprising groups of influencers including Male Allies, 30% Club, and other initiatives
- Manage and execute programme for Male Allies and 30% Club including events, membership, communications and sponsorship
- Manage relevant Steering Committees / Working Groups and facilitate meetings to drive forward agendas
- Identify other networks that are aligned to TWF's mission and serve as TWF's main liaison, identifying opportunities to collaborate as much as possible
- Plan and project manage signature events like the Annual 30% Club Boardroom Lunch and other related events including securing and liaison with event sponsors, speakers, table and ticket sales, preparation of marketing materials, guest lists, scripts and run sheets
- Manage website and online presence for each of the networks
- Cultivate relationships with organisations including Chambers of Commerce, Hong Kong Stock Exchange, HKSI, HKIoD, HK Chamber of Listed Companies and others.

### REQUIRED QUALIFICATIONS & EXPERIENCE

- Undergraduate university degree (e.g., B.A. or equivalent) from a recognised academic institution
- Excellent communication and stakeholder management skills; experience working with corporate senior leaders
- Project management skills including experience in organising and managing programmes and large-scale events, from inception to post-event follow up
- High attention to detail
- CRM experience and proficiency in creating, managing and mining data

### REQUIRED SKILLS

- Word, Excel and PowerPoint skills
- Fluent written and spoken English; Chinese language skills an advantage
- Well-developed organisational and administrative skills
- Strong verbal and written communication skills

### TO APPLY

Interested candidates should send their curriculum vitae with details of their professional and academic background, two referees, availability and expected salary to [hr@twfhk.org](mailto:hr@twfhk.org) by January 23, 2018.

*TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only. For more information on TWF, please visit our website: [twfhk.org](http://twfhk.org).*