

## **THE WOMEN'S FOUNDATION**

### **PROGRAMME DIRECTOR (PIPELINE INITIATIVES)**

The Women's Foundation (TWF) is a leading NGO dedicated to improving the lives of women and girls in Hong Kong through research, programmes, education and advocacy. TWF is seeking a full-time Programme Director to join its dynamic team. This is an exciting opportunity to contribute to a range of programmes making an impact across the Hong Kong business community and beyond.

The position would suit someone who is personable, energetic, organised and passionate about women's and gender issues.

#### **PRINCIPAL RESPONSIBILITIES**

- Manage and lead the entire range of TWF's pipeline related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, Male Allies Initiative, 30% Club/Boardroom Series for Women Leaders, Reverse Mentoring, Gender Equality and Inclusion Working Group and related initiatives and events. This includes content curation, project management, administrative tasks, and monitoring and evaluation.
- Influence, engage and manage TWF's network of corporate partners/donors and external partners for our pipeline programmes, which includes more than 40 Corporate liaisons and partners. Collaborate with the TWF Development team to cultivate new partners and sponsors, which includes pitching the pipeline programmes to new potential partners, holding information sessions and managing all relevant data and communications.
- Guide, support and performance manage the diverse and dynamic Pipeline Initiatives team
- Develop thought leadership and commentary to showcase TWF's Pipeline work and to highlight issues and developments for a more gender inclusive workplace through public advocacy.
- Assist with TWF's annual fundraising events and other initiatives alongside other staff members, volunteers and interns
- Other ad hoc projects and responsibilities as assigned

#### **REQUIRED SKILLS**

- Thorough understanding of and appreciation for women's and gender issues. Prior knowledge of D, E & I programmes would be a strong plus
- Documented results in leadership, relationship management, project management, and strategic planning



- Strong business acumen
- Highly-developed organisational and administrative skills
- Strong communication skills, including public speaking
- Strong attention to detail
- Fluent written and spoken English; Cantonese proficiency a plus

#### **TO APPLY**

Interested candidates should send their curriculum vitae, availability, two referees and expected salary to [hr@twfhk.org](mailto:hr@twfhk.org) by **March 31, 2023 (early application is encouraged)**.

TWF is a committed Equal Opportunities Employer. Minority candidates (including race, ethnicity, gender, ability, among others) are encouraged to apply. We welcome those with non-traditional education backgrounds or those who have taken a career break and are looking to re-enter the workforce to apply.

Data collected will be used for recruitment and other employment-related purposes only. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

For more information on TWF, please visit our website: [twfhk.org](http://twfhk.org).