



THE WOMEN'S FOUNDATION

DIRECTOR/ASSOCIATE DIRECTOR - PIPELINE INITIATIVES (PROGRAMME)

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 Pipeline Initiatives Programme Director/Associate 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 collaborative, energetic, organised and passionate about diversity, equity and inclusion (DE&I) and gender equality issues.

PRINCIPAL RESPONSIBILITIES

- Lead the Pipeline Initiatives team that manages, operates and executes all pipeline-related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, Male Allies Programme, 30% Club Hong Kong secretariat, Boardroom and C-suite Leadership Programme as well as the Gender Equality and Inclusion Working Group. This includes programme strategy and planning, management of related events, participants, knowledge partners and communications, developing curriculum, the creation or curation of content, and the monitoring and evaluation of programmes.
- Lead the corporate partner relationship management for pipeline programmes. Lead the annual corporate partner renewal process from planning to execution including holding information sessions leading effective internal cross team collaboration, preparation of pitch and partner onboarding materials, pitch meetings as well as management of related financial data and communications. Collaborate with TWF Development team and other colleagues to cultivate and pitch new partners and sponsors.
- Develop thought leadership, best practices and communications to showcase TWF's pipeline programme work and more generally, to highlight issues and developments for a more gender inclusive workplace
- Participate in and support TWF's annual fundraising events and other initiatives alongside other staff members, volunteers and interns
- Assist TWF's ad hoc projects as part of leadership team when required

Requirements:

- Strong professional track record, ideally in a NGO, professional services or corporate context
- Demonstrated experience as an inclusive and collaborate team leader and manager
- Must be able to demonstrate effectiveness in project management & delivery, cross-team collaboration, relationship management, fundraising and strategic planning
- Thorough understanding of and appreciation for DE&I and gender equality issues. Prior experience and knowledge of Diversity, Equality and Inclusion programmes would be a strong plus
- Fluent written and spoken English with Cantonese a strong plus

Essential Skills:

- Effective project management from strategy to execution including time management, attention to detail and prioritisation
- Strong experience in corporate relationship management and business development or fundraising would be a strong plus
- Strong interpersonal and communications skills including public speaking
- Creative and growth mindset
- Thrives in a collaborative and proactive team environment

TO APPLY

Interested candidates should send their curriculum vitae, availability, two referees and expected salary to hr@twfhk.org by **November 15, 2024 (early application is strongly 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.

Review of applications is ongoing until the position is filled. Only shortlisted candidates will be contacted.

For more information on TWF, please visit our website: twfhk.org.