

Looking to work in a dynamic environment alongside highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, organised and passionate about the advancement of women and girls, we may have a job for you. From time to time, we post job openings and opportunities that come up with TWF so it's worth coming back to check. We would also be happy to hear from you at any time if you want to register your interest in a possible job with us - please email your CV to [hr@twfhk.org](mailto:hr@twfhk.org). We will keep your interest and details confidential.

We currently have the following vacancy:

## **DEVELOPMENT OFFICER**

### **Principal Responsibilities:**

- Support the design and roll-out of a longer term development strategy for the organisation including the exploration of crowd-funding opportunities and other innovative approaches to fundraising
- Cultivate new relationships and liaise with existing corporate sponsors, partners and individual donors
- Plan and execute The Women's Foundation signature fundraising annual events including TWF's International Women's Day Lunch and Annual Gala Dinner
- Project manage and execute other fundraising events and initiatives throughout the year
- Develop TWF grant applications and assist with donor impact reporting and communications
- Create TWF presentations and deliver corporate pitches

### **REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE**

- Undergraduate university degree (e.g., B.A. or equivalent) from a recognised academic institution
- Proven track record in sales and business development or fundraising
- Project management skills including experience in organising and managing large-scale events, from inception to post-event follow up
- Experience in researching, preparing and giving presentations and public speaking
- CRM experience
- Project management skills including experience in organising and managing large-scale events, from inception to post-event follow up

### **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 March 26, 2019 (Early Application is encouraged).

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).