

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. We will keep your interest and details confidential.

We currently have the following vacancy:

EVENTS AND DEVELOPMENT MANAGER

Reporting to the Development Director, this would suit a seasoned executive from a professional services, not for profit or corporate background who is highly strategic, innovative, organised and passionate about women's issues.

PRINCIPAL RESPONSIBILITIES:

- Planning and executing The Women's Foundation signature fundraising events including TWF's International Women's Day Event and Annual Gala Dinner
- Developing strategy for, planning and executing other fundraising events and other initiatives throughout the year
- Developing strategy for and cultivating new corporate sponsors, partners and individual donors
- Managing TWF's grant applications and donor impact reporting
- Exploring online funding opportunities and other innovative and strategic approaches to fundraising
- Managing TWF's donor communications

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Undergraduate university degree (e.g., B.A. or equivalent) from a recognised academic institution
- Proven track record in fundraising and business development or sales
- 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 and proficiency in creating, managing and mining data



REQUIRED SKILLS:

- Word, Excel and PowerPoint skills
- Fluent written and spoken English; Cantonese proficiency a plus
- Well-developed organisational and administrative skills
- Strong verbal and written communication skills, including the ability to effectively dialogue with key corporate and individual donors

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 by **August 31, 2019**.

TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only.