

## **THE WOMEN'S FOUNDATION:** **PROGRAMME DIRECTOR**

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 Programme Director to join its rapidly growing and dynamic team to plan and manage its innovative and impactful community programmes.

### **PRINCIPAL RESPONSIBILITIES**

- Design and set goals for programmes according to the strategic directions of the organisation
- Supervise programme implementation and evaluation with partners, assessing impact and reviewing programme processes and practices
- Identify lead implementation partners and lead donor partners
- Prepare budgets, grant applications, proposals and reports
- Coordinate and lead Steering Committee meetings for programmes, including creating an agenda and preparing documents and minutes for Steering Committee meetings
- Manage volunteers and interns involved in our programming initiatives
- Support all Development and Communication initiatives including helping to incorporate TWF programme highlights into marketing and development materials for donor communication and follow-up
- Assist CEO and Deputy CEO in strategic planning, community relations, media relations and donor relation for the development of the organisation

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Relevant undergraduate university degree (eg. social work, counseling, social sciences, public and social administration or other social services related degrees) from a leading academic institution
- Minimum of 10+ years of management or supervisory or NGO experience
- Minimum of 7 years of grant, budget and programme management experience and social services leadership experience
- Demonstrated successful track record in building programmes and teams leading to successful results
- Thorough understanding of project/programme management techniques and methods
- Demonstrated knowledge of analysis, reporting and budgeting
- Strategic mindset with great problem solving abilities
- An interest in women's and gender issues would be a strong plus

### **REQUIRED SKILLS**

- Word, Excel and PowerPoint proficiency
- Fluent written and spoken English and Chinese (Cantonese is a must)
- Excellent leadership, organisational and administration skills
- Demonstrated proficiency in verbal and written communications
- Strong writing, presentation and relationship management skills, including the ability to engage with senior-level stakeholders, community and corporate partners
- Self-starter, highly motivated and resourceful problem solver, able to set priorities and be flexible, able to work independently with a strong attention to detail

### **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 31, 2019. 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).