

## **THE WOMEN'S FOUNDATION**

### **Development and Administration OFFICER**

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 Development and Administration Officer to join its dynamic team. This is an exciting opportunity to help amplify TWF's voice in the community and support a broad body of work contributing to closing the gender gap in Hong Kong.

The position would suit a person who is energetic, personable, communicative, well-organised, attentive to detail and passionate about gender equality.

You will need good verbal and written communication skills and the ability to work with data and spreadsheets. Given we are a small NGO, we expect the post-holder to be able to multi-task, use their initiative and work independently.

This role reports to the Development Director.

#### **PRINCIPAL RESPONSIBILITIES**

- Develop proficiency working in not-for-profit CRM (Constituent Relationship Management) system, including:
  - Preparation and collation of data
  - Accurate and timely data entry of contact information and correspondence
  - Accessing information, running queries and reports
- Administer corporate donor contracts and agreements
- Handle enquiries, payments and invoices, ensuring that these are processed accurately and in a timely manner
- Handle administrative tasks for the Development and Finance teams
- Other ad hoc tasks as requested

#### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Undergraduate degree from a recognised academic institution
- 1-2 years of work experience preferred. Fresh graduates are welcome to apply.
- Demonstrated professional experience using Microsoft Office suite particularly Excel. Proficiency with database or CRM systems a plus
- A keen interest in women's and gender issues is a plus

#### **REQUIRED SKILLS**

- Strong organisational skills, attention to detail and administrative skills
- Detail-oriented and comfortable working with numbers

- Ability to interact effectively and professionally with a diverse community of potential donors, volunteers, and staff
- Able to apply independent judgement with some supervision and instruction while maintaining flexibility
- Solid critical thinking skills
- Fluent written and spoken Chinese (Cantonese) and English
- Solid understanding of basic accounting principles a plus

## TO APPLY

Interested candidates should send their curriculum vitae with details of their professional and academic background, availability, and two referees to [hr@twfhk.org](mailto:hr@twfhk.org) by **February 10, 2023**.

TWF is a committed Equal Opportunities Employer. Minority candidates (including race, ethnicity, gender, ability, among others) are encouraged to apply. We welcome fresh graduates, current workforce candidates and 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).