



Are you looking to collaborate alongside highly energised, highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, energetic, organised and passionate about the advancement of women and girls, we have an outstanding opportunity for you.

We currently have the following vacancy:

## **DIRECTOR OF PIPELINE INITIATIVES**

TWF is seeking a full-time Director of Pipeline Initiatives to join its dynamic executive team to plan and execute its Pipeline initiatives and programmes. Reporting to the CEO, this is a senior position which would suit a seasoned executive from a professional services, not for profit or corporate background who is energetic, highly strategic, exceptionally organised and passionate about women's issues and gender equality.

## **PRINCIPAL RESPONSIBILITIES**

- Manage and lead the development of the entire range of TWF's pipeline related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, Male Allies Initiative, 30% Club/Boardroom Series for Women Leaders, Reverse Mentoring and related initiatives and events
- Lead TWF's range of best practice resources, e.g. Effective Unconscious Gender Bias Strategies, Reverse Mentoring; and develop cross-industry new best practice guides/working groups
- Influence and engage TWF's network of corporate partners and other sponsors for our pipeline programmes and collaborate with the TWF Development team to cultivate new partners and sponsors
- Lead and support a diverse and dynamic Pipeline Initiatives team
- Develop thought leadership and commentary to showcase TWF's Pipeline work and more generally, to highlight issues and developments for a more gender inclusive workplace through public speaking such as panel engagement, writing or social media
- Develop and influence TWF's network of external stakeholders, including new businesses, corporate partners/donors, their internal employee resource networks, chambers of commerce, conference organisers and other NGOs in relation to TWF's pipeline development work

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Undergraduate and/or Master's degree from a recognised academic institution
- Minimum 10 years work experience, ideally in a professional services, not for profit or corporate context
- Must be able to demonstrate a successful and effective track record in stakeholder relationship management, project management and team management



- A track record in successful business development, D, E & I programmes, HR/talent management experience or equivalent would be a strong plus
- A good grasp of current D, E & I issues in the workplace would be a strong plus
- A keen interest in women's and gender issues would be a plus

## **REQUIRED SKILLS**

- Word, Excel and PowerPoint skills
- Fluent written and spoken English; Cantonese proficiency a plus
- Highly-developed organisational and administrative skills
- Strategic, innovative and creative mindset with strong attention to detail
- Strong verbal, interpersonal and writing skills including public speaking skills
- Demonstrated leadership skills in corporate, not for profit or other field
- Possess the skills to work with and motivate staff, board members, stakeholders and volunteers

## **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 **August 10, 2021 (early application is encouraged)**.

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