

Looking to work in a high octane environment 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 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:

### **ASSISTANT EVENTS AND DEVELOPMENT MANAGER**

#### **Role:**

The Assistant Events and Development Manager is a key role within the Development Team. He/She will be responsible for conceptualising, planning, executing and evaluating fundraising initiatives of TWF under the supervision and guidance of the Development Director. He/She will provide frontline and backend support to the team's operations and will be expected to interface regularly with both internal and external stakeholders.

#### **Responsibilities:**

- Plan and execute TWF's signature fundraising events including International Women's Day Lunch and Annual Gala Dinner under the guidance of Development Director
- Plan, support and execute, in collaboration with other teams, other TWF events such as the 30% Club Boardroom Series Lunch
- Work under the guidance of Development Director to conceptualise, plan and execute other fundraising and sponsors engagement activities
- Support the Development Director in the cultivation and communication strategies for corporate sponsors, foundations and high net worth individuals
- Motivate and collaborate with TWF's fundraising volunteers to develop creative fundraising ideas to raise funds for TWF
- Provide support on evaluations on impact of fundraising initiatives
- Support TWF's communications with sponsors and partners
- Support and drive the development and implementation of Customer Relationship Management (CRM) software
- Other responsibilities as assigned

#### **Professional and Education Requirements:**

- Bachelor's degree or equivalent qualification
- 2 to 3 years of working experience in for-profit or non-profit sector, preferably in fundraising, relationship management, communications or public relations
- Experience in using Microsoft Office (Word, Excel, PowerPoint) and Office 365
- Experience in event management or support (face-to-face, virtual or hybrid)



- Experience in relationship management with clients or sponsors or external partners

**Professional Attributes:**

- Organised and meticulous
- Self-motivated and willing to take initiatives
- Creative, can thinking outside the box and be entrepreneurial
- Detail oriented and a strong sense of responsibility
- Open-minded and enjoys working with a diverse team
- Passionate or curious about gender related issue

**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 29, 2022** (early application is encouraged).

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