



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:

### **MANAGER, PIPELINE INITIATIVES**

The Women's Foundation is a leading NGO dedicated to the advancement of women & girls in Hong Kong through research, community programmes, education and advocacy. TWF is seeking a full-time Pipeline Initiatives Manager to join its dynamic team. This is an exciting opportunity to help amplify TWF's voice in the community and contribute to a range of programmes making an impact on women and men across Hong Kong. The position would suit someone who is energetic, personable, communicative, organised and passionate about women's and gender issues.

#### **Principal Responsibilities:**

- Manage a range of TWF's pipeline related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, Male Allies Initiative, Reverse Mentoring, 30% Club/Boardroom Series for women leaders and related initiatives and events
- Manage and develop TWF's range of best practice resources e.g. Effective Unconscious Gender Bias Strategies, and develop cross-industry new best practice guides/working groups
- Manage TWF's network of corporate partners and other sponsors for our pipeline programmes and cultivate new partners and sponsors
- Develop thought leadership and commentary to showcase TWF's pipeline development work and more generally, to highlight issues and developments for a more gender inclusive workplace through writing, social media or panel engagement
- Manage and develop TWF's network of external stakeholders, including new businesses, corporate partners/donors, their employee resource networks, chambers of commerce, conference organisers and other NGOs in relation to TWF's pipeline developments work
- Participate in TWF's annual fundraising events and other initiatives alongside other staff members, volunteers and interns
- Assist TWF's ad hoc projects when required

#### **REQUIREMENTS:**

- Under-graduate and/or Master's degree from a recognised academic institution



- Minimum 6-7 years' work experience, ideally in a professional services or corporate context
- Must be able to demonstrate a successful track record in leadership, relationship management, and effective project management as well as strategic planning
- A track record in successful business development, talent management experience and prior knowledge of D, E & I programmes would be a strong plus
- A keen interest in women's and gender issues would be a plus

#### **ESSENTIAL SKILLS:**

- Word, Excel and Powerpoint skills
- Fluent written and spoken English; Cantonese proficiency a plus
- Highly-developed organisational and administrative skills
- Innovative and creative mindset with strong attention to detail
- Strong verbal, interpersonal and writing skills, including public speaking skills
- Possess the skills to work with various stakeholders, including interns and volunteers

#### **TO APPLY:**

Interested candidates should send their curriculum vitae with details of their professional and academic background, 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.*