



保良局
PO LEUNG KUK



Po Leung Kuk is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

Assistant Manager / Senior Executive, Fund-raising

(6-month contract)

(Ref: FRAM/SE)

Job Duties:

- To liaise with donors and corporations to explore opportunities in sponsorship;
- To plan, implement and promote all fund-raising programmes/events and network building initiatives;
- To prepare fund-raising proposals and related communication materials;
- To manage and broaden donors' database with a view to maximizing the effectiveness of fund-raising projects;
- The Assistant Manager is expected to take up a supervisory role and oversee projects from ideas, liaison to completion

Requirements:

- Degree in communications/marketing or related disciplines with not less than 6 years' experience for the Assistant Manager post;
- Have expertise and solid experience in more than one of the following specialties: marketing (in particular digital marketing), fund-raising, event management and communications/journalism.
- Established social network with commercial sectors being a definite advantage;
- Mature, sociable and meticulous and able to work independently for multiple tasks and under pressure;
- Good command of both English and Chinese

***The contract will be six months and subject to review.

Please send your full resume with current and expected salary by email

plkhrrecruitment@poleungkuk.org.hk (Please quote the reference). For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.