



**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:

## **Fund-raising Executive**

**(Ref: FRE/FR)**

### **Responsibilities:**

- Assist in the implementation of all fund-raising programmes/events and network building initiatives;
- Manage and broaden donors' database, liaise with internal and external stakeholders, draft speeches, press releases, features and correspondences as well as co-ordinate publicity and social events for the promotion of the Kuk's fund-raising programmes/events;
- Liaise with donors and corporations to explore opportunities in sponsorship;
- Prepare fund-raising proposals and communication materials;
- Explore regular donation channels which help provide stable income for the Kuk's charitable services

### **Requirements:**

- Tertiary Education
- Good command of both English and Chinese
- Minimum 2 years' relevant experience, preferably in fund-raising, marketing (in particular digital marketing), communications, journalism or event management
- Mature, sociable and meticulous
- Immediate availability preferred

Please send your full resume with current and expected salary by email [plkhrrecruitment@poleungkuk.org.hk](mailto: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.