

Recruitment: Deputy Executive Director

HER Fund, is a community fund with a vision to mobilize resources and invest in empowering marginalized women and young girls to create changes in local communities for gender equality. Over 120 grants to advance Freedom from Discrimination, Freedom from Violence, Freedom from Poverty, and Promote Women's Civil Participation, have been made since 2004.

Moving into the next decade, we are now searching for a high caliber candidate who share our vision and embrace the capability to lead this unique women's fund to the next level. We are hiring a Deputy Executive Director (Deputy E.D.) to ensure adequate support and systematic arrangement in facilitating smooth transition and strategic planning for the better future of HER Fund.

Position:

Reporting to the Executive Committee (i.e. Board of Directors), the Deputy E.D. has overall strategic and operational responsibility for HER Fund's staff, programs, partnership and execution of its mission.

Responsibilities:

1. Visionary – design, develop and implement strategic operational plans which incorporate goals and objectives of the organization.
2. Leadership – manage and motivate staff to improve efficient and effective day-to-day operation of the organization.
3. Teambuilding – liaise with the the Executive Committee and foster effective teamwork among staff and volunteers.
4. Collaborative – maintain good working relationships with regional/international women's fund networks, corporate/individual donors, grantees/community groups, and other organizations to help achieve the goals of the organization.
5. Resourceful – expand and secure adequate funding for the operation and grant-making of the organization.
6. Organizational Development - Develop, communicate and development strategy and associate plans (including learning, monitoring and evaluation) that are appropriate to the organization and the people in our team.
7. Eminence Building – Raise public awareness and gain credibility on the objectives and activities of the organization.



Qualifications:

The Deputy E.D. should thoroughly share HER Fund's values and mission, and with gender perspective and political sensitivity. All candidates should have proven quality in leadership and strategic management, and coaching and relationship management experience.

We are also looking for an individual with:

- A good university degree in a related field, with at least 10 years of working experience.
- Excellent written and verbal communication skills, with fluent English and Chinese language capabilities.
- Passion in gender issues and with ability to engage a wide range of stakeholders and cultures.
- Experience of public relations, fundraising and corporate social responsibility would be an advantage.
- Creativity, open-minded, people-oriented and outgoing/outspoken personality.
- Proficiency in Word, Excel and PowerPoint, email and internet.

Terms of employment:

This is a part-time role with flexibility at work (30-hour per week, negotiable)

Application:

Please send your curriculum vitae and cover letter indicating your availability and expected salary to info@herfund.org.hk

For more information about HER Fund, please visit our website: www.herfund.org.hk

(Information provided by applicants will be used for recruitment and other employment-related purposes only.)