

Recruitment: Resource Development Officer (Full Time)

HER Fund, is a community women's 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 130 grants have been made since we were established in 2004, prioritizing grant-giving in four areas: to advance freedom from discrimination, freedom from violence, freedom from poverty, and promote women's civil participation.

To empower the small, grassroots and marginalized groups to become self-sustained and raise their capacities to reach out to new resources, we are looking for a dynamic Resources Development Officer to join our Development team.

Responsibilities

- Develop and implement fundraising initiatives
- Manage systems and develop resources related to fundraising, in the fulfillment of the Mission and Objectives of HER Fund.
- Develop strategies and work plans with the Fundraising Sub-committee and staff team;
- Engage with donors and provide donors' support services; manage donors' database system and liaise with community stakeholders to solicit support in raising funds and resources for HER Fund;
- Develop and deliver strategic volunteer initiatives which enhance the existing and planned activities, and increase HER Fund's support base

The Resource Development Officer reports directly to Development Manager.

Job Requirements

- Passion for women's rights and gender justice;
- Degree holder preferable;
- Self-starter, outgoing, a team-player and able to work independently;
- Minimum of 3 years experiences in fundraising;
- Proficient in MS Office;
- Good command of both written and spoken English and Chinese



How to apply

All interested applicants please send full resumes and a cover letters to: recruit@herfund.org.hk on or before **15 Jun 2017**. Only shortlisted candidates will be contacted.

Personal data collected will be used for recruitment purposes only.