



HER Fund is a charitable women's fund dedicated to mobilize resource, grant-making and capacity building for women especially those in the marginalized sector. We are inviting applicants who share our mission and are committed to work for women's rights and gender equality.

Resources Development Officer (Full Time)

Responsibilities

- Coordinate/organize fundraising events and regular fundraising drives
- Development and maintenance donors' data base system
- Support donors' development work and specifically to manage individual giving
- Work closely with Fundraising subcommittee members to develop strategies and work plans
- Implementation of these work plans

Requirements

- Share the Vision and Mission of HER Fund
- Degree holders preferred
- 2- years work experience preferably in fundraising and with marketing communication knowledge
- Good public relations capacity
- Good command of English and Chinese
- With job-related knowledge and skills
- Strong communication and interpersonal skills
- Business and corporate network or work experience is an advantage
- Ability to work in a team
- Ability to work in flexible hours

Interested parties please send your CV with expected salary and earliest available date via email: info@herfund.org.hk. Deadline of application: 27th June, 2016.

For more details, please visit: www.herfund.org.hk.

(Personal data collected for recruitment purpose only.)