



Recruitment: Senior Development Manager

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 to an exciting stage, we seek an exceptional candidate to join our team!

Position:

To develop and implement the policy and strategy of communication and resource mobilization work of HER Fund and to supervise the related work execute by the staff team.

The Senior Development Manager shall assume duties and functions as assigned by the Executive Committee of HER Fund and reports to the Executive Director.

Responsibilities:

A. Policy, Procedures and Strategy Development of Fundraising and Communication

1. Lead drafting and formulating related policies and strategies to be discussed and decided by the Board of Directors/subcommittees
2. Work closely with relevant subcommittee members to develop strategies and work plans and to supervise the implementation work accordingly
3. Work according to the policy and principles
4. Implementation of related work strategies with the staff team

B. Management of Fundraising, Branding, and Communication Work

1. Identify potential donors and funders and liaise/networking with existing partners assisting the Executive Director

2. Assess and make recommendations on fundraising and communication program proposals to relevant subcommittee
3. Co-ordinate related program implementation and provide guidance and support to the staff team.
4. Carry out monitoring and evaluation of the related work
5. Manage and monitor fundraising, branding and communication budget

C. Administrative Work

1. Support administrative work and HR work assigned by the Executive Director
2. Provide regular supervision and staff appraisal to resource development and communication staff

Qualifications:

- Commitment to gender equality and women's human rights
- A good university degree in a related field, with at least 5 years of working experience in fundraising and communication
- With NGO supervisory experience is preferred
- Good communicator
- Excellent written and verbal communication skills, with fluent English and Chinese language capabilities
- Creativity, open-minded, people-oriented and outgoing / outspoken
- Capable to work in a team
- Proficiency in Word, Excel and PowerPoint, email and internet
- Able to work in flexible hours

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.)