**Mind HK Development and Partnerships Manager:**

Mind HK are a fast-paced, quickly-growing mental health charity, with the mission to ensure that no one in Hong Kong is facing a mental health problem alone. Since our launch in November 2017, we have trained nearly 3,000 people on mental health awareness, have over 42,000 users per month on our website, and regularly engage with hundreds of thousands of Hong Kongers through our campaigns. We have successfully established partnerships with major corporates, private donors, and family foundations, as well as being chosen as beneficiaries for ‘Operation Santa Claus’ for 2 years.

We are seeking an exceptional individual with significant experience working in Hong Kong to galvanise this success, and to lead and progress our networks – in terms of both our fundraising, and our external relation development.

The applicant should be a skilled communicator with the ability to work with individuals from all contexts, including young people, corporates, and individuals from local and international mental health NGOs. They should have excellent interpersonal and written skills.

We are seeking someone who can take a proactive role in helping to lead the organisation as we move forwards into our 4th year of operating, and with a strong interest in the wider organisational context as well as the detail of their own remit.

The applicant should be bilingual (Cantonese, English), with a strong interest in mental health. We are interested from hearing from candidates from all vocational backgrounds.

**Description of Duties:**

***External relationships and events:***

* Maintain ongoing communications with private donors, corporate donors, and family foundations
* Work with the Programmes Manager and Communications Manager to increase Mind HK’s reach into the general population
* Create and attend networking opportunities with businesses, NGOs, and other stakeholders to enhance Mind HK’s network and partnerships
* Represent the charity at events including talks and panels, and with the media (non-clinical)
* Work with the Communications Manager and the Events Administrator on the management and planning of fundraising events

***Fundraising:***

* Develop and oversee our fundraising programme, in line with our strategic objectives
* Identify prospective individual and corporate donors and develop strategies to cultivate and maintain those relationships
* Identify grant/funding opportunities proactively and lead the team in creating and submitting applications. Grant writing skills desirable.

***Processes:***

* Work with the COO to ensure fundraising and donations processes are smooth
* Work with the Programmes Manager, COO and CEO to ensure timely and accurate report deliveries to funders, and structuring reporting lines on this
* Report to the Board on fundraising and external partnerships/relationships

***Other/ad hoc:***

* Attend and actively participate in weekly team meetings, monthly planning meetings, and other project/development-based meetings as required
* Take responsibility to learn and upskill self on mental health within Hong Kong
* Support the CEO on development of staff relevant to own professional experience (e.g. CPD on fundraising, stakeholder management)
* Other duties as necessary

**Hours Flexible up to Full Time**

**Salary on Request**