

## **Fundraising Consultant (Volunteer)**

Mind HK is a fast-paced, quick-growing mental health charity, with a mission to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained over 19,000 people in mental health awareness, have an average of 50,000 users per month on our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Fundraising Consultant (Volunteer) to join our and growing team and organisation. The role will be responsible for advising on and supporting Mind HK's fundraising strategy, donor/sponsor relations, and events to support the fundraising needs of our organisation. This will require working closely with a range of team members, including Mind HK's leadership team.

### **Job responsibilities**

- Providing expert advice and support for Mind HK's fundraising strategy, with the goal of producing effective initiatives to achieve fundraising targets
- Support the development and implementation of fundraising events and initiatives by donors, e.g. flag day, private dinners, internal corporate events such as panels, independent fundraising efforts by donors, crowdfunding
- Engage and/or recommend new opportunities to support fundraising goals
- Optimise the donation journey and process and improve recurring giving
- Provide support in growing donor stewardship plan

### **Requirements:**

#### Essential:

- Passionate about mental health
- A minimum of 5 years of experience in a fundraising related role
- Successful fundraising experiences raising over HK\$2 million
- Fluent in written and spoken English
- Innovative and creative

#### **Desirable**

- Experience in working with corporate CSR departments, corporate fundraising, marketing or sales
- Fluent in Cantonese (written and spoken)
- Knowledge of mental health
- Strong public speaking, presentation, and interpersonal skills
- Sound knowledge of the NGO and corporate giving sector in Hong Kong
- Experience in events management (especially fundraising events)
- Marketing and PR professional experience



- Campaign development experience
- Experience managing a team

**Terms:** Part-Time (0.5- 2 days per week); volunteer role; 6 -12 month contract (flexible)

To apply for this position, please email [hr@mind.org.hk](mailto:hr@mind.org.hk) with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese) and English.