

Fundraising and Development Manager

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 and Development Manager to join our and growing team and organisation. The role will be responsible for spearheading and implementing Mind HK's fundraising strategy, donor/sponsor relations, and events management 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, on campaigns, partnerships, digital content, branding, storytelling, events, and more.

Job responsibilities

- Responsible (together with Deputy CEO) for meeting Mind HK's fundraising target
- Develop and spearhead Mind HK's fundraising strategy to produce effective initiatives to achieve fundraising targets
- Curate and implement fundraising events and support initiatives by donors, e.g. flag day, private dinners, internal corporate events such as panels, independent fundraising efforts by donors, crowdfunding
- Engage new partners and stakeholders and support CRM implementation and management
- Optimise the donation journey and process and improve recurring giving
- Develop a donor stewardship plan and engage with existing and potential donors (private and organisations) regularly
- Support coordination of events and campaigns, primarily fundraising ones, e.g. launch event for fundraising campaigns
- Develop external engagement and partnership strategy and policy with Deputy CEO and Head of Campaigns and Partnerships
- Work with the COO to ensure fundraising and donations processes are smooth
- Provide support on Mind HK external matters, including campaigns and events
- Attend networking opportunities with potential to enhance Mind HK's network

Requirements:

Essential:

- Passionate about mental health
- A minimum of 5 years of experience in a fundraising related role in a corporate, start up and/or NGO environment
- Proven track record in fundraising and communications
- Project management experience

- Successful fundraising experiences raising over HK\$2 million
- Strong writing and editing skills
- Strong public speaking, presentation, and interpersonal skills
- Fluent in written and spoken English
- Innovative and creative, and a good storyteller

Desirable

- Experience in working with corporate CSR departments, corporate fundraising, marketing or sales
- Fluent in Cantonese (written and spoken)
- Knowledge of mental health
- 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/Full time (3-5 days per week); salary - negotiable; permanent contract

To apply for this position, please email 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.