

Fundraising Intern

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 22,000 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 Intern to join our compact yet dynamic and growing fundraising team. The role will be responsible for supporting on all aspects of fundraising, from campaigns to events, and primarily on outreach and coordination for our Move It for Mental Health campaign. You will report to the acting Chief Development Officer and work closely with a range of team members.

Job Responsibilities:

- Support Fundraising & Partnerships team in relevant activities, including conducting outreach to existing and new partners for upcoming campaigns and partnership management
- Assist in coordinating fundraising events, managing logistics, RSVPs, and vendor/partner coordination. Handle administrative tasks
- Curate and review content, e.g. for social media, for emails to donors, for promotional and development purposes, including translation and proofreading
- Work with team to support initiatives by donors, eg. peer-to-peer fundraisers, Hong Kong marathon etc.
- Ad-hoc Support: Provide flexible assistance on various fundraising and partnerships tasks as needed, ensuring timely completion and high-quality deliverables

We are looking for someone:

- Passionate about the topic of mental health
- Strong written and verbal communication skills, including excellent interpersonal skills, fluent in written and spoken English **and** Cantonese
- Academic background in mental health/psychology, public health, communications, marketing, and/or journalism is preferred
- Hoping to learn about fundraising and the nonprofit sector
- Basic graphic design (eg. Canva) and/or website content management (eg. Wordpress) an advantage
- Detail-oriented and innovative team player, skilled in independent and collaborative work

Terms: Part Time (3-5 days per week); 6-month contract, renewal subject to review at contract end. Looking for a candidate to start from Nov 1st 2023 (or as soon as possible).

Salary and Benefits:

Mind Mental Health Hong Kong Limited, HK registered Charity no. 91/16471
Unit B, 18/F One Capital Place, 18 Luard Road, Wan Chai, Hong Kong Tel: +852 3643 0869
www.mind.org.hk

The salary for this position is 7,000HKD per month (full time). Pro-rata for part-time.

Mind HK provides 7-hour work days (flexible between allocated times), 5 days per week (FT staff). In addition, employees receive up to 20 days of annual leave, plus quarterly mental health days, as well as contribution to the Mandatory Provident Fund. Our staff benefits also include clinical staff regular check-ins, and staff wellbeing activities.

We are a learning organisation and offer development and well-being opportunities throughout the year, including training programs. Finally, we have a hybrid working model and remote working policy in place, allowing flexibility in working locations within Hong Kong, and outside Hong Kong for certain periods. Please note that all benefits are based on current company policies and may be updated from time to time.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Application:

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: required) and English.