

Head of Fundraising and Partnership

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one faces a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a highly motivated and talented individual to join our dynamic team as **Head of Fundraising and Partnership**. This pivotal role entails spearheading the strategic direction and execution of development initiatives, fundraising endeavors, and fostering valuable partnerships, all while providing strong leadership to a dedicated team.

Core responsibilities:

- Partner with the CPO and C-Suite leadership to formulate and implement multi-year fundraising and external engagement strategic plans aligned with Mind HK's long-term organizational goals.
- Establish clear revenue targets, key performance indicators (KPIs), and operational metrics for all fundraising and corporate partnership streams.
- Cultivate and manage a comprehensive donor pipeline, implementing tailored acquisition, stewardship, and retention strategies to maximize partner lifetime value.
- Serve as the primary executive contact for key philanthropic partners, corporate sponsors, and grant-making bodies.
- Spearhead the end-to-end grant development process, leading cross-functional team members to craft compelling funding proposals and tenders.
- Collaborate closely with stakeholders to ensure rigorous compliance, financial tracking, and impact reporting for all institutional and unrestricted project grants.
- Lead, mentor, and supervise the Fundraising & Partnerships team, fostering a high-performance, collaborative, and mission-driven culture.
- Manage department budgets, revenue forecasting, and resource allocation in close coordination with the Finance team.
- Execute additional strategic initiatives and administrative duties as directed by the organization.

Preferred experiences:

- Bachelor's degree or above;
- Passionate about mental health, and knowledge of mental health would be an advantage;
- A minimum of 7 years of experience in a fundraising-related role in a corporate, start-up, and/or NGO environment, with minimum 3 years' experience leading a team and working with cross-functional teams;

- Sound knowledge of the NGO and corporate giving sector in Hong Kong, and experience in working with corporates/foundations regarding fundraising and partnership;
- Proven track record in fundraising, including successful fundraising experiences raising over HK\$1 million, developing fundraising strategy, building and maintaining long-term partnerships;
- Experience in campaign development, events, and project management (especially fundraising events);
- Strong writing and editing skills, presentation and interpersonal skills;
- Fluent in written and spoken English, and Cantonese would be an advantage;
- Less experience will be considered for the role of Acting Head or Senior Manager of Fundraising and Partnership.

Terms:

Part-time/ Full time (5 days per week); two-year contract, renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between HKD 43,383 and HKD 51,474 per month for full-time staff (pro rata for part-time), depending on experience and competencies, based on our internal point system. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

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 English and Cantonese.

Our Commitment to Inclusion:

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.

Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.