

## **Business Development Manager (Full-time or Part-Time, Flexible Work Hours, Contract)**

Are you passionate about gender equality? Would you like to use your fundraising, business development, sales, CSR, and marketing experience to help the most disadvantaged women and girls in Hong Kong?

### **About HER Fund**

HER Fund is a helping hand to the most neglected women and girls in Hong Kong. We provide capacity-building, leadership training and small grants to grassroots organizations led by and serving the most disadvantaged. Founded in 2004, HER Fund has directly benefitted over 40,000 people.

We prioritize our work in four areas: (1) freedom from discrimination, (2) freedom from violence, (3) freedom from poverty, and (4) women's civic participation. Learn more at [www.herfund.org.hk](http://www.herfund.org.hk)

### **About the position**

HER Fund is a non-profit organization that relies on donations from individuals, corporations and foundations to fund its critical work. We are seeking a Business Development Manager to lead our fundraising efforts.

### **Responsibilities:**

- Develop fundraising strategies, working closely with the Executive Director and Board.
- Implement fundraising activities, such as events, on-line campaigns, grant proposals and corporate sponsorships.
- Identify and meet in person with potential donors.
- Regularly report to donors (orally and in writing) on HER Fund's impact.
- Represent HER Fund at corporate, foundation and community events.
- Manage volunteers.
- Work closely with programme staff on HER Hub, our capacity-building program that matches volunteers with grassroots NGOs.
- We are a very small organization, so every staff member does Admin work!

### **Job Requirements:**

- Commitment to gender equality and women's human rights
- A university degree
- At least 5 years of working experience in fundraising, communications, marketing, business development or CSR

- Excellent written and verbal communication skills. Fluent English is necessary. Cantonese is a big plus
- Ability to interact comfortably with both corporate executives and grassroots women
- Creative, open-minded, flexible, people-oriented
- Ability to work on a small team
- Proficiency in Word, Excel and PowerPoint, email and internet
- Design capacity is an asset
  - *Candidates with less experience will be considered for the position of Senior Business Development Officer*
  - *HER Fund is open to part-time and flexible work arrangements.*

**How to apply:**

All interested applicants please send your cover letter explaining your passion for women's rights / gender equality and qualification of this job, and CV with expected salary to: [recruit@herfund.org.hk](mailto:recruit@herfund.org.hk) on or before **January 21, 2019**. Only shortlisted candidates will be contacted.

*HER Fund is an equal opportunities employer. Personal data collected will be used for recruitment purposes only.*