

Development Officer

The Development Officer will provide administrative support to the department and assist in different fundraising schemes and projects. She/He will also help to foster excellent donor and sponsor relations. This position also provides the successful applicant with a great learning opportunity and unique experience in a busy arts organization.

Key Responsibilities:

Reporting to the Director of Development, the Development Officer assists in planning, organizing and executing development activities as follow:

- To implement donation schemes, including drafting letters, soliciting donors and tracking donation records;
- To assist in the execution of various sponsorship projects;
- To maintain the donation database and generate revenue reports;
- To handle invitation and logistic running of fundraising events, including Fundraising Concert and Fundraising Dinners;
- To support the operation of development-related events, including season opening, and thank you event;
- To provide administrative support to the department.

Attributes:

- University graduate in Business, Communication, Marketing or other related discipline;
- Excellent command of spoken and written English and Chinese (including Cantonese and Mandarin);
- A team player who is well-organized with attention to details and a passion for arts;
- A commitment to the pursuit of a career in performing arts/arts administration;
- Good PC skills and ability to work under pressure and tight deadlines;
- Experience in non-profit management and/or arts organization is an advantage;
- Knowledge of classical music is an added advantage.

Applicants should send a detailed resume indicating current and expected salaries to hr-dev@hkphil.org.

Application deadline: 16 June 2019. All applications will be treated in the strictest confidence.

www.hkphil.org

(Personal data collected will be used for recruitment purpose only)