

Assistant Development Manager

This position contributes to the fundraising effort of the HK Phil through managing a corporate membership scheme, seeking new corporate partners on advertising and cultivating excellent relations with sponsors. She/He will earn significant exposure to the corporate donor segment, with a great opportunity to gain unique experience in a busy arts organization.

Key Responsibilities:

Reporting to the Director of Development, the Assistant Development Manager will drive and execute designated fundraising-related activities as below:

- Assist the Development Manager on prospecting, sponsorship proposal development, and sponsorship entitlements execution;
- Manage the HK Phil's corporate membership scheme, the Maestro Circle;
- Drive advertising revenue through pitching new and retaining existing advertisers;
- Assist with day-to-day operations for the Principal Patron;
- Work closely with internal departments to ensure seamless delivery of all sponsors benefits;
- Utilise the CRM system to manage sponsor acquisition and servicing;
- Provide support on the preparation of major fundraising events;
- Provide administrative and ad hoc support to the Development Team when needed;
- Attend concerts and events including out of office hours work.

Attributes:

- University graduate in Business, Communications, Marketing or other related discipline, with a minimum of 2 years' working experience;
- Relevant experience in sponsorship and/or membership sales, marketing, event management and account servicing;
- Excellent command of written and spoken English and Chinese (including Cantonese and Mandarin);
- Goal-driven, creative, detail-minded and can stand under pressure with tight timeline;
- A good team player with can-do attitude and great communication skills;
- Great computer knowledge including Microsoft Word, PowerPoint and Excel; experience in the usage of CRM system is advantageous;
- An interest in and/or knowledge of classical music is preferred.

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

Application deadline: 23 June 2019. All applications will be treated in the strictest confidence.

www.hkphil.org

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