



Established in 1979, Chung Ying Theatre Company (CYTC) is a reputed theatre organisation financially supported by the Government of the HKSAR and a Venue Partner of Kwai Tsing Theatre, dedicating to promote dramatic arts and develop educational and outreach programmes. We are now looking for enthusiastic candidate to join our dynamic team.

Head of Development

Purpose of Role

The Development Manager will lead both fundraising and organisational development efforts, ensuring sustainable growth and impact. This role combines strategic fundraising with broader development responsibilities, including partnership building, program support, and organisational capacity strengthening.

Key Responsibilities

- **Organisational Development:** Strengthen organisational capacity by identifying strategic partnerships, enhancing stakeholder engagement, and contributing to sustainability planning.
- **Fundraising Strategy:** Design and implement comprehensive fundraising plans aligned with organisational goals.
- **Funding Opportunities:** Research and identify potential donors, corporate sponsors, foundations, and government grants.
- **Relationship Management:** Cultivate and maintain strong, lasting relationships with donors, partners, and stakeholders.
- **Campaigns & Events:** Plan and deliver fundraising campaigns and events to engage supporters and generate revenue.
- **Fundraising Materials:** Collaborate with internal teams to produce compelling materials such as brochures, newsletters, social media content, and online campaigns.
- **Grant Writing:** Prepare high-quality grant proposals and funding applications for submission to foundations, government agencies, and other grant-making organisations.
- **Financial Oversight:** Manage fundraising budgets, ensuring efficient, transparent, and accountable use of resources.
- **Data & Reporting:** Maintain donor databases, track contributions, and generate reports on fundraising performance.
- **Compliance:** Ensure all fundraising activities adhere to legal and ethical standards.
- **Collaboration:** Work closely with board members, volunteers, staff, and external partners to maximise fundraising and development success.



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Requirements:

- Bachelor's degree or above.
- Minimum of 5 years of experience in fundraising, development, or donor relations.
- Proven track record in grant writing and securing funding.
- Experience in organisational development or partnership building is highly desirable.
- Strong interpersonal and presentation skills.
- Detail-oriented, well-organised, and able to work effectively with stakeholders at all levels.
- Commitment to the aims, values and principles of the organization.
- Dynamic and creative; excellent judgment and diplomacy.
- Strong time management and organisational skills; ability to manage a high workload under pressure and meet deadlines.
- Proactive, resourceful, and able to work independently.
- Excellent command of spoken and written English and Cantonese.
- Proficient in M365 administration and Microsoft Word, Excel, and PowerPoint, with strong English and Chinese word-processing skills, and to search the internet for research purposes.
- Ability to conduct effective online research.

Salary and Benefits

Salary is commensurate with qualifications and experience of the successful candidate. Fringe benefits include rest days, public holidays, annual leave, sick leave, maternity leave, paternity leave, medical insurance, employee's compensation insurance and MPF.

Interested parties please send an application letter together with a full resume (in both **Chinese and English**) and expected salary to **Administration Department, Chung Ying Theatre Company, G/F, 10 Borrett Road, Hong Kong**, or by email to **hr@chungying.com** on or before **28th May 2026**. All applications will be treated in the strictest confidence. Applicants who are not invited for an interview by **30nd June 2026** may consider their applications unsuccessful. Enquires Tel: 3961 9800

(Personal data collected will be used for recruitment purposes only.)