



## 香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

**The Hong Kong Arts Festival** is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

### **DEVELOPMENT MANAGER / ASSISTANT DEVELOPMENT MANAGER**

#### **Responsibilities:**

As a key member of the Development Team, the **Development Manager** will support the Development Director on planning and implementation of all sponsorship, donation and advertising activities aimed at generating income for the Festival's continuous growth and development.

- To assist the Development Director on all sponsorship matters to meet target effectively, including solicitation, presentation and proposal development, liaison with existing and prospective major gift donors, key sponsors, donors and legacy donors
- To build and maintain cordial and collaborative relationships with sponsors, donors, partners and supporters
- To manage the Festival's donors' and sponsors' database and to maintain accurate and timely records of all interactions with prospects and donors
- To plan and manage the official events and activities of the Festivals
- To cooperate with Programming and Marketing Departments and render support where appropriate to enable the organisation to achieve its key goal of delivering outstanding Festivals
- To conduct analysis on fundraising market trends, explore and develop new fundraising initiatives in Hong Kong, Greater China and overseas.
- To undertake any other duties assigned by the Executive Director and Development Director

#### **Qualifications:**

- University graduate with at least 8 years of relevant experience in either fundraising for non-profit organizations, or in the sales or marketing functions of commercial firms;
- Excellent command of written and spoken Chinese and English;
- Detail-oriented, with good presentation and computer skills;
- Excellent interpersonal skills;
- A good team player;
- Achievement-oriented and highly motivated;
- Good supervisory and organisational skills;
- Knowledge of the performing arts is an advantage but not essential.

Candidates with less experience may be considered for the position of Assistant Development Manager.

This is a contract post renewable on a yearly basis.

Please apply before **15 May 2024** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

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

HKAF is committed to equal opportunity employment.