



The Hong Kong Philharmonic Society Ltd

Development Manager

Summary

Reporting to the Director of Development, the Development Manager is a key contributor to drive major sponsorship and fundraising activities of the Society.

Key Roles and Responsibilities

- Responsible for the day-to-day management of contractual sponsorships and ensuring implementation and service delivery to be in line with contractual agreements with the Society's principal patron, concert sponsors and sponsors of special projects.
- Lead the planning, implementation and full execution of the annual fundraising concert and gala dinner at the direction of the Fundraising Committee.
- Create event sponsorship packages and lead the solicitation and securing of sponsorships.
- Organize and lead the collaboration with marketing team on event concept, graphic design/production/printing of sponsorship support materials and event marketing.
- Work closely with the Director of Development to build and maintain long-term and effective partnerships with sponsors and patrons.
- Manage the Society's fundraising programmes, including Annual Fund, Student Ticket Fund, Ambassador Fund, and Maestro Circle and work closely with marketing on donor communications and activities.
- Maintain an updated CRM system to facilitate real-time tracking of donor profiles.
- Provide on-site support to sponsorship and fundraising activities and carry out concert duties as assigned, which may include nights and weekends.

Attributes

- University graduate in Business, Communications, Marketing or other related discipline, with a minimum of 5 years' working experience.
- Experience in marketing, event management, proposal writing and pitching, and relationship management.
- Ability to thrive in an environment that requires significant self-initiative, and must be well-organised, detail-oriented, and able to manage multiple projects.
- Excellent communication and presentation skills in both English and Chinese (Cantonese and Mandarin).
- An interest in and/or knowledge of classical music will be an added advantage.

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

Application deadline: 12 May 2025. All applications will be treated in the strictest confidence.

www.hkphil.org

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