

Senior Officer - Partnership and Development

Job Description

Reporting to the Senior Manager, Partnership and Development, the Senior Officer will execute CHAT's fundraising, corporate partnerships, sponsorship acquisition and membership programmes. The role requires strong business development skills, corporate pitching experience and an established network within the arts, culture and philanthropic sectors.

The successful candidate will be responsible for:

- Manage and grow CHAT's membership programme by developing engagement initiatives that strengthen relationships with members, patrons and donors
- Proactively acquire new members, cultivate long-term relationships, and maintain accurate and up-to-date membership records and databases
- Support partnership and fundraising efforts by identifying potential sponsors, donors and partners, and assisting with proposals and presentations
- Attend arts, culture and networking events to identify leads, build relationships and support partnership development
- Assisting in the preparation of grant applications, funding proposals, presentations, budgets, reports and supporting materials
- Assisting in the preparation of funding reports and monitoring grant deliverables
- Drafting EDMs, fundraising materials and other written content in English and Chinese
- Organise annual fundraising event and other patron events
- Building and maintaining positive relationships with CHAT's members, patrons, donors, sponsors and partners
- Performing ad hoc duties and projects as assigned

You should have/ be:

- Bachelor's degree in any discipline, with at least 7 years of proven experience in business development, partnership development, fundraising and/or membership management
- A positive and adaptable team player with an open mindset and willingness to contribute across different tasks and teams
- Strong attention to detail and numerical skills, with the confidence to communicate effectively and build rapport with a wide range of stakeholders
- Excellent written and spoken English and Chinese, with strong writing, editing and proofreading skills; Putonghua proficiency is an advantage
- Experience in auction houses, galleries, art fairs, luxury brands, or sales and business development roles within the arts and cultural sector will be an advantage
- Strong research, analytical and logical thinking skills, with exceptional attention to detail, accuracy and quality in documentation and data management
- Highly organised, responsible and able to manage multiple tasks
- Proficient in Microsoft Office and Canva
- Flexibility to work evenings and weekends when required
- Good understanding of and commitment to CHAT's Vision, Mission and Values

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by **13 Nov 2026**. Applicants not contacted in 2 weeks after the deadline may consider their application not successful. Information provided will be kept confidential and used for recruitment purposes only.