

Assistant Development Manager

This position contributes to the fundraising effort of the HK Phil through cultivating relationship with donors and organizing fundraising events. It is a great opportunity to gain unique experience in a busy arts organization.

Key Responsibilities:

- Utilise the HK Phil's CRM system to manage all acquisition and servicing of donors;
- Assist the Development Manager to organize HK Phil's special events, such as fundraising dinners, donor engagement events and fundraising concerts;
- Support the Development Manager to handle matters related to Annual Fund, Student Ticket Fund and Ambassador Fund;
- Develop marketing collaterals for these Funds and prepare relevant monthly income reports;
- Handle daily communications with donors;
- Work closely with internal departments to ensure seamless delivery of all donor benefits;
- 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 in fundraising, event management, customer servicing, or sales & marketing;
- Proven ability to plan, develop, execute and follow up projects;
- A reliable team player, well-organised, resilient, and able to work under pressure;
- Target-driven, detail-minded and self-motivated;
- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin);
- Proficient in Microsoft Word, PowerPoint and Excel; Experience in the usage of CRM system is an advantage;
- An interest in and/or knowledge of classical music is advantageous;
- Immediate availability is preferred.

Applicants should send a detailed resume with current and expected salaries, to [**hr-dev@hkphil.org**](mailto:hr-dev@hkphil.org).

Application deadline: 25 March 2024. All applications will be treated in the strictest confidence.

www.hkphil.org

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