

## **Development Officer or Assistant Manager / Manager**

Premiere Performances is Hong Kong's preeminent presenter of solo recitals and chamber music. Our world class recitals, chamber music festival, outreach/ education programs and school concerts are distinguished by our drive to present the best to every audience and to make live music accessible to all.

Premiere Performances has an operating budget of approximately HK\$8,000,000 per annum. Ticket sales cover only about 15-20% of our costs. The rest of the money comes from a combination of corporate sponsorship, government grants and private donations.

If you are passionate about the arts and have some fundraising experience, this is a great opportunity to join a dynamic and experienced team in one of the city's most exciting small arts organizations.

### **Job Description**

#### Sponsorship

- Research potential sponsorship opportunities for Premiere Performances
- Produce sponsorship proposals
- Initiate contact with prospects where appropriate
- Manage existing sponsorship relationships

#### Philanthropy

- Develop an annual giving program at Premiere Performances
- Identify key program donors and potential donor relationships
- Implement a donor management system for Premiere Performances
- Manage existing donor relationships

#### Grants

- Research and write grant applications to appropriate government funding bodies and foundations
- Be the primary liaison with the Culture, Sports & Tourism Bureau

#### Private Events

- Organize exclusive events for existing and potential sponsors and donors

#### Reporting

- Help prepare the reports to sponsors (e.g Wrap Report), funders including the government, and donors (Annual Report)

#### **QUALIFICATION STANDARDS, SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY**

- Bachelor's degree from a recognized tertiary institution
- Previous fundraising experience (please elaborate on how much money you have raised for other organizations, and which sponsors you were able to successfully find)
- Excellent computer skills (including MS Word, Excel, and Publisher or Canva) with ability to produce beautiful documents for sponsors and donors
- Excellent English writing skills
- Ability to work independently with little supervision, handle multiple tasks simultaneously, establish priorities, meet deadlines, and solve problems as they arise
- Must be able to handle confidential matters with absolute discretion
- An interest in and/or knowledge of classical music is an added advantage

Job title (Officer/Manager) will be commensurate with level and experience.

Interested parties should send a detailed resume, indicating current and expected salaries, to [info@pphk.org](mailto:info@pphk.org) & [brian.chui@pphk.org](mailto:brian.chui@pphk.org). All applications will be treated in the strictest confidence.

We reserve the right to review applications received for suitability for other posts. All personal data collected will be used for recruitment purpose only.