



ROLE SPECIFICATION

For the position of PARTNERSHIPS & PHILANTHROPY ASSISTANT MANAGER

with Save the Children Hong Kong

July 2019

BACKGROUND

Save the Children believes every child deserves a future. In HK and around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We delivery lasting results for millions of children, including those hardest to reach.

Are you passionate about helping children to help themselves? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

PARTNERSHIPS & PHILANTHROPY ASSISTANT MANAGER

Reports to: Director, Partnerships and Philanthropy

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

KEY AREAS OF ACCOUNTABILITY

Account Manage Partner Relationships

- Support the management of corporate/foundations relationships to the highest of standards and in-line with organizational brand and positioning, whilst fulfilling expectations/obligations to corporate/foundations
- Stay in close contact with existing corporate/foundations to explore different partnership opportunities with an aim to grow the partnership to the next level
- Prepare concept notes, proposals, periodic reports and update reports
- Keep corporate/foundations updated on the program progress and any anticipated challenges the local team is facing and help come to a resolution
- Willingness to travel and lead foundations visits and expeditions to program sites in countries such as Vietnam, Bangladesh, Philippines, Indonesia and China etc.

New Business Development

- Support the Partnerships and Philanthropy Director to develop fundraising strategy
- Develop engaging, creative, innovative content for pitches, proposals development, contract signing and grant making
- Collaboratively work with the Program team in the process of planning approaches, pitches, proposals development, contract signing and grant making
- Develop extensive knowledge and able to present Save the Children's children programs in Asia and around the world

Operation & Others

- Follow up with the team to deliver on the obligations and deadlines contracted under grants and other CSR activities
- Manage relationships and ways of working across internal stakeholder relationships such as Member and Country Offices, Donor Services, Program and Communications
- Carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy

QUALIFICATIONS AND EXPERIENCE

- Degree holder in Economics, Business, Marketing or related discipline preferred but not essential
- With at least 6 years' working experience and 3 years' of which in the fields of corporate relations, CSR or key account management.
- Must have superlative interpersonal and presentation skills to manage both internal and external stakeholders
- Strong analytical skills and has the ability to collect, gather and analyze information in details. Able to interpret our children program information and translate into common terminology.
- An energetic, efficient, motivated self-starter
- Excellent competent in MS Office suite including Word, Excel and Powerpoint
- Excellent communication and language skills in English and Cantonese, both written and spoken. Mandarin speaking is advantageous

KEY SKILLS, KNOWLEDGE AND ATTITUDE

Essential Qualities

- Self-motivated and with an ambition to deliver the best fundraising outcomes for children
- A confident and assertive communicator, able to challenge, inspire and lead to achieve targets
- Able to solve problems resourcefully and efficiently and hold a "can-do" attitude to challenges and changes
- A good team player who is able to work alongside with colleagues at all levels

APPOINTMENT TERMS

This position is on a Full Time basis.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org.

Personal data collected will be used for recruitment purpose only.