



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of PARTNERSHIPS & PHILANTHROPY MANAGER

with Save the Children HONG KONG

June 2020 (from Dec 2020)

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

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

PARTNERSHIPS & PHILANTHROPY MANAGER

SCOPE OF ROLE

The Partnerships and Philanthropy Manager is responsible for growing Save the Children HK's partnerships with Corporate & Institutional Foundations. Possessing excellent interpersonal skills and a strategic mindset, the candidate will support the Corporate & Institutional Strategy to prospect for new businesses whilst simultaneously growing existing accounts to achieve the funding targets of Save the Children Hong Kong. The candidate will leverage SCHK's relationships at the Board/Management level, and its own relationships to achieve the targets as agreed in the strategy.

Reports to: Director of Partnerships & 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

New Business Development

- Develop and implement strategies to raise funds from corporations and foundations donors.
- Research, map, prospect, negotiate and close of new donor leads to secure grants, sponsorships, and gifts-in-kind.
- Leverage the Board's connection as appropriate to ensure a robust pipeline of opportunities.
- 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 programs in Asia and around the world.

Account Manage Partner Relationships

- Manage donor relationships to the highest of standards and in-line with organizational brand and positioning, whilst fulfilling expectations/obligations to donors.
- Stay in close contact with existing partners to explore different partnership opportunities with an aim to grow the partnership to the next level.
- Review and feedback on concept notes, proposals, periodic reports, and make changes/edit the reports if necessary.
- Keep partners updated on the program progress and any anticipated challenges the local team is facing, and help come to a resolution with Save the Children HK's partner.

Employee Engagement Activities for Corporate Donors

- Assist liaison with local program team and other partners on local employee engagement activities and overseas program visits.
- Willingness to travel and lead employee visits and expeditions to program sites in countries such as Vietnam, Bangladesh, Philippines, Indonesia and China etc.
- Provide on-site support on each activity and event.
- Procure sponsors for the gala dinner or other key events.

Operation & Others

- Assist the Director in the budgeting and forecasting for the department.
- Manage, coach and train junior supporting executives.
- Assist in drafting of communications materials to external interested parties to a high professional standard and in alignment with Save the Children's brand and positioning.
- Ensure effective relationships and ways of working across internal stakeholder relationships such as Member and Country Offices, Donor Service, Program, PR, Media 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

- University graduate preferably major in marketing, business administration, or related disciplines.
- At least 8-10 years' experience in an account management and matrix reporting role within the fields of corporate relations, public relations, CSR or fundraising. Candidates with less experience would be considered for the position of Partnerships & Philanthropy Officer.
- Superlative interpersonal skill set. Adaptable, dynamic team player with experience working in a multinational company with diverse cultural exposure.
- Demonstrable experience of leading, coaching and managing a small team.
- Detail oriented with presentation skills suited to engaging prospective clients/donors.
- Excellent numeracy and competent in MS Office suite including Excel and Powerpoint.
- Excellent communication and language skills in English, Cantonese and Mandarin, both written and spoken.

KEY SKILLS, KNOWLEDGE AND ATTITUDE

- 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.

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

Technical:

- Works collaboratively to design adaptive, user-focused MEAL systems to inform programme decision-making and strategy
- Identifies and uses appropriate design and data collection methodologies

- Ensures relevant and ethical design, delivery and analysis of qualitative and quantitative evaluation and research projects and activities

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.