



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **SENIOR MAJOR GIFTS AND EVENTS MANAGER**

With Save the Children HONG KONG

April 2021

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!

JOB TITLE: SENIOR MAJOR GIFTS AND EVENTS MANAGER

ROLE PURPOSE:

This role is responsible for growing the partnerships of Save the Children HK with major donors and high value stewardship. Organizing innovative and signature events as well as periodic appeals/campaigns to drive donor engagement and acquisition is also a critical part of the job. Possessing excellent interpersonal & networking skills and a strategic mind-set, the candidate will lead the team to steward major donors, committee and Board members, and other high-profile individuals (including celebrities) to support the organization across a variety of campaigns, events and fundraising activities. The candidate will leverage the existing relationships of Save the Children HK and our relationships at the Board/Management level to achieve the targets as agreed in the strategy.

Reports to: DIRECTOR OF PARTNERSHIPS & PHILANTHROPY

KEY AREAS OF ACCOUNTABILITY:

- Identify, develop and prioritize a target list of high potential major donor prospects (e.g. via existing relationships and referrals from Board and friends of Save the Children HK; personal network; HNWI lists; etc.)
- Develop tailored cultivation plans for the prioritized donors to turn prospects into supporters of Save the Children HK and/or deepen relationships with existing donors and/or reactivate lapsed donors
- Spearhead and manage multiple stakeholders – internal and external (e.g. committee members; guests; media; production house; sponsors; programs and communications team, etc.) on the planning, organization and successful execution of our signature events (e.g. Golf Tournament and Annual Gala), including but not limited to venue and sponsors liaison, event rundown, setting up and running committee meetings, developing invites and event materials, guest list compilation, event delivery and attendees follow-up
- Lead cross functional team on brainstorming and development of other events (e.g. donor cultivation events) for both fundraising, donor engagement and brand building purposes such as conferences, seminars, exhibitions, luncheons and dinners
- Create meeting briefs with tailored and clear objectives, asks, angles, and donor history that anticipate potential questions from funders and propose appropriate responses; follow-up independently after meeting and involve the right parties (e.g. programs team) to convert prospects to supporters of Save the Children HK
- Manage the process of proposals development, contract signing and grant making for major donors; ensure program team and own team deliver on the obligations and deadlines contracted under grants and other related activities
- Lead the team on a day-to-day basis and liaise with global counterparts and practice area experts periodically to effectively deliver on the agreed upon strategy and targets
- Flexibility to work on ad-hoc requests and projects of significant importance to the organization's overall goal

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

QUALIFICATIONS

- University graduate preferably major in marketing, PR, business administration, or related disciplines
- At least 10 years' experience in an account management role in the fields of public relations, CSR or fundraising

SKILLS AND EXPERIENCE

- Proven ability to cultivate and build strong relationships with high net worth individuals (HNWIs) and track record of raising significant gifts; strong network of HNWIs a plus
- Excellent interpersonal skills and professionalism in working with different stakeholders
- Adaptable, dynamic team player with experience working in a multinational company with diverse cultural exposure is highly preferred
- Preferably hands-on experiences in event planning and management; able to multi-task and great at project management
- Contacts and good relationships with production houses and event planners a plus
- 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
- Self-motivated and with an ambition to deliver the best fundraising outcomes for children
- Confident & assertive communicator, able to challenge, inspire and lead to achieve targets

- Able to solve problems resourcefully, efficiently and independently with a proactive, “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

APPOINTMENT TERMS

This post 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.