



**Save the Children**  
救 助 兒 童 會

## **ROLE SPECIFICATION**

For the position of      PARTNERSHIP & PHILANTHROPY MANAGER

with      Save the Children HONG KONG

July 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: PARTNERSHIP & PHILANTHROPY MANAGER**

### **SCOPE OF ROLE**

The above role is mainly responsible for growing Save the Children HK's partnerships with major donors and high value stewardship. There is an additional responsibility to also develop and expand relationships with corporates & foundations partners in HK. Possessing excellent interpersonal & networking skills and a strategic mindset, the candidate will support the Major Gifts & Corporates & Foundations strategy to prospect for new relationship whilst simultaneously growing existing accounts to achieve the funding targets of Save the Children Hong Kong. The candidate will leverage SCHK's existing relationships, 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 AND SENIOR MANAGER, MAJOR GIFTS & EVENTS**

### **KEY AREAS OF ACCOUNTABILITY:**

- Explores and formulates strategies for the development of existing high-net worth donors, corporates & foundations and schools to increase their support to SCHK
- Identifies the highest-potential prospects by leveraging SCHK's relationships at the Board/Management level, implements cultivation strategies and proposals to turn prospects into SCHK's supporters
- Research, map, prospect, cultivate, solicit, close and steward of new major donor leads, corporates & foundations and schools to secure grants, sponsorships, and gifts-in-kind
  - Research to understand profiles & needs and assess fit with SCHK
  - Update and maintain the major donors and corporates & foundations database
  - Develop relevant pitching documents and reach out to cultivate the relationship
  - Work with team members (PnP and Program) to develop more detailed proposals
  - Secure grants/donations and follow-up
- Brainstorms, initiates and supports planning and execution of key strategic events and engaging major donors, corporates & foundations and schools through those activities
- Ensures appropriate and timely follow-up of donors following the receipt of pledges and gifts through a professional stewardship program
- Builds relationships with colleagues from the Program Team to develop strong program proposals
- Flexibility to work on ad-hoc requests and projects of significant importance for the organization 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 8-10 years' experience in an account management and matrix reporting role within the fields of public relations, CSR or fundraising

## **SKILLS AND EXPERIENCE**

- Candidates with less experience would be considered for the level of Assistant Manager
- Proven ability to build strong relationship with high net worth individuals and track record of raising significant gifts
- Superlative interpersonal skill
- Adaptable, dynamic team player with experience working with multiple stakeholders or in a multinational company with diverse cultural exposure is highly preferred
- Preferably hands-on experiences in event planning and management
- Detail oriented with writing and 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.
- 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

## **APPOINTMENT TERMS**

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](mailto:hkcareers@savethechildren.org). Personal data collected will be used for recruitment purpose only.