



**Save the Children**  
救 助 兒 童 會

## **ROLE SPECIFICATION**

For the position of **DIRECTOR OF PARTNERSHIPS AND PHILANTHROPY**

With Save the Children HONG KONG

Sep 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!

## **DIRECTOR OF PARTNERSHIPS AND PHILANTHROPY**

### **SCOPE OF ROLE**

The Director of Partnerships and Philanthropy is responsible for all fundraising activities in HK. S/He is responsible for fundraising from all segments including individuals, corporates, foundations and HKSAR government, while overseeing a team of staff supporting him/her in donor acquisition, relationship management and donor engagement. In this capacity, s/he will work closely with colleagues at Save the Children HK and overseas to ensure coordinated approach and effective implementation. This senior role reports to the CEO of Save the Children HK and is a key member of the senior management team. S/He is expected to work closely with other departments to help Save the Children Hong Kong evolve its strategies and achieve its organisational objectives.

### **Reports to: CEO**

### **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:**

#### **Leadership**

- Envision and implement a fundraising strategy that underpins and supports our ambitious growth trajectory
- Lead engagement and discussions with the Partnerships and Philanthropy Committee, Gala Committee, and Golf Tournament Committee of the Board, and support Board meeting discussions on fundraising performance
- Partner internally with senior leaders to drive strategic priorities for the entire organization

- Strong and decisive leadership on strategic direction, risks and cost control, and team development and retention
- Lead a team of around 15 staff and accountable for operational stewardship, streamlined and effective donor development, relationship building and strategic business partnering
- Communicate core mission and objectives clearly and articulately to furnish the Board, key donors and other stakeholders with a clear understanding of the issues and opportunities
- Ensure effective relationships and ways of working across internal stakeholder relationships including Programmes, Marketing & Communications, Finance, Shared Services, and Save the Children international offices
- Build and leverage strong and trusted relationships across the Save the Children family in order to manage donor development opportunities around the world, leveraging the other member offices best practices and shape and deliver common goals for the global movement
- Lead the fundraising financial planning process including budgeting and annual and quarterly reporting process

### **Individual Donor Fundraising**

- Oversee teams responsible for individual donors of different channels including face-to-face, direct response television, and digital fundraising to build the individual donor base
- Strengthen the digital fundraising strategy and execution leveraging the best practices around the world
- Oversee the donor relationship and services team for operating a strong donor call centre to engage existing donors and maintain a robust donor database

### **Major Donors, Corporates and Foundations Fundraising**

- Formulate and drive ambitious targets in fundraising from major donors, corporates and foundations
- Oversee teams responsible for developing and executing the strategies for these donor segments, including the implementation of fundraising events (including annual Golf Tournament and Gala) to attract high value supporters
- Leverage own networks and also Board members/senior managers' relationship to cultivate and enhance relationships with prospective and existing donors, particularly High Net Worth Individuals in HK, and HK-based local, Chinese or multinational corporates
- Working with global colleagues, leverage best practice and global relationships to develop local relationships and partnerships
- Identifying and developing opportunities using shared value approach including employee engagement with prospective corporate donors

### **QUALIFICATIONS**

- University graduate major in marketing, business administration or related disciplines
- At least 12-15 years' experience in leadership role in areas of fundraising, business development, public relations, and/or CSR. Not-for-profit or agency background is not a must

### **SKILLS AND EXPERIENCE**

- Superlative interpersonal skill set. Adaptable, dynamic team player with experience working in a multinational company with diverse cultural exposure
- Solid working experience in managing a sizable team with good people management skills

- Detail oriented with presentation skills suited to engaging prospective clients/donors.
- Proven ability to work confidently and competently at Board level
- Excellent competent in MS Office suite including Excel and Powerpoint
- Excellent communication and language skills in English and Cantonese, both written and spoken
- Self-motivated and with an ambition to deliver the best fundraising outcomes for children
- Extremely strong team builder, leader and team player – must nurture, inspire and challenge his/her reports as well as colleagues to work as a team of high performers
- Strategic and results oriented, excellent organizational and analytical skills
- 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**

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