



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **PARTNERSHIPS AND PHILANTHROPY MANAGER**

With Save the Children HONG KONG

Oct 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!

PARTNERSHIPS AND PHILANTHROPY MANAGER

SCOPE OF ROLE

The Partnerships and Philanthropy Manager is responsible for growing Save the Children HK's partnerships with corporates & institutional donors including foundations. Possessing excellent interpersonal skills and a strategic mindset, the candidate will support the Corporate & Foundations 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 his/her own relationships to achieve fundraising targets.

Reports to: DIRECTOR OF 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:

New Business Development

- Develop and implement strategies to raise funds from corporations and foundations donors, and respond to call for proposals from government agencies
- Research, proactively approach, negotiate and close of new donor leads to secure grants, sponsorships, and gifts-in-kind
- Collaboratively work with the international and domestic program teams in the process of proposals development, pitches, contract signing and grant making
- Develop extensive knowledge and able to present Save the Children's programs in Hong Kong and around the world

- Liaise with Save the Children’s international offices on regional fundraising initiatives and to adapt best practices

Partner Relationships Management and Sponsorships

- Manage donor reporting and relationships to expand partnership opportunities
- Identify opportunities for local employee engagement activities and oversea program visits, and execute with program teams
- Collaborate with other teams to secure sponsors for the gala dinner or other key events

Operation & Others

- Assist in the budgeting and forecasting for the department
- Manage, coach and train junior supporting executives
- Ensure effective relationships and ways of working with internal stakeholders and other Save the Children offices

QUALIFICATIONS

- University graduate preferably major in marketing, business administration, or related disciplines
- At least 8-10 years’ experience in a business development, sales, corporate relations, public relations, CSR or fundraising role

SKILLS AND EXPERIENCE

- 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 can work alongside with colleagues at all levels.
- Excellent communication and language skills in English, Cantonese and Mandarin, both written and spoken.

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.