



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **PARTNERSHIPS & PHILANTHROPY OFFICER**

With Save the Children HONG KONG

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 OFFICER

SCOPE OF ROLE

This role is to support the planning & execution of various key event to build up event portfolio of SCHK. This role will also support the manager on leveraging the network with new major donors, corporates & foundations and schools to achieve the organization's objective in funding & brand awareness.

Reports to: SENIOR PARTNERSHIPS & PHILANTHROPY MANAGER

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:

- Research, map, and prospect 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
- Brainstorms, initiates and supports planning and execution of key strategic events and engaging major donors, corporates & foundations and schools through those activities
- Plan, organise and execute events including supplier liaison, attendees, internal planning, onsite setting, F&B and on the day delivery of the events
- Support and grow relationships with strategic partners and vendors to enhance marketing activity

- Develop, manage and work with corporate sponsors for events
- Implement SCHK events such as conference, seminars, exhibitions, luncheons and dinners
- Prepare presentations, corporate premiums, souvenirs, trophies and promotion materials
- Develop content, proof-read and edit marketing collaterals
- Translate marketing and communications materials as and when required
- Support the development of best practices and standards for event management
- Flexibility to work on ad-hoc requests and projects of significant importance for the organization overall goal

QUALIFICATIONS

- University graduate preferably major in marketing, PR, business administration, or related disciplines
- At least 2 years' experience in an account management and matrix reporting role within the fields of public relations, CSR or fundraising. Not-for-profit background preferred but not a must.

SKILLS AND EXPERIENCE

- 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 competent in MS Office suite including Word, 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

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.