



Save the Children
救助兒童會

ROLE SPECIFICATION

For the position of **SENIOR PARTNERSHIP & PHILANTHROPY OFFICER – EVENTS AND MAJOR GIFTS**

With **Save the Children HONG KONG**

Nov 2022

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!

SENIOR PARTNERSHIP & PHILANTHROPY OFFICER – EVENTS AND MAJOR GIFTS

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 Senior 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:

We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

Ambition:

We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

Collaboration:

We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

Creativity:

We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

Integrity:

We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

KEY AREAS OF ACCOUNTABILITY:

- 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
- Any other ad hoc projects or fundraising duties as assigned by management

QUALIFICATIONS

- Degree holder in Marketing, Business Administration, Events and PR/Marketing Communications or related discipline
- A minimum of 4 years relevant working experiences, preferably with experience in marketing/events in the non-profit as well as managing vendors and/or business partners

SKILLS AND EXPERIENCE

- Excellent command of both written and spoken Chinese (Cantonese) and English.
- Capable to prioritize tasks and adapt to sudden changes of work requirement, such as putting up an appeal within 48 hours during onset of emergencies / large scale disasters
- Strong organization and communication skills
- Responsible, detail-oriented and able to work under pressure and handle multiple tasks independently and be a team player
- Knowledge on design software , ie: Photoshop or Adobe Illustrator
- Lots of initiatives and with a can-do and adaptable attitude

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.