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A non-profit organization, dedicated to providing comprehensive services to support people of all ages and with all grades of intellectual disabilities and their families, invites applications for the following position:

Head of Communications and Fund Raising Office

(Ref.: HCFRO/CFR/08/12/23/C)

Responsibilities include:

- To head the Communications and Fund Raising Office
- To develop and implement strategies for effective fundraising, branding, communications and public education campaigns and its execution
- To cultivate, build and maintain strong relationships with all stakeholders, such as corporates, foundations, donors, media etc.
- To supervise the production of website, print, annual report, media releases
- To engage in various meetings, events and initiatives as assigned
- Other relevant duties as assigned from time to time

Requirements:

- Having a genuine concern for people with intellectual disabilities
- Having a recognized university degree or above in fund raising/marketing, communication/public relations or related discipline
- Preferably at least 8 years of relevant experience in corporate or NGO, such as fund raising, donor relations, publicity, events management, publications production, media relation, web/social media management
- Proficiency in both written and spoken English and Chinese, including Putonghua
- Retired persons seeking to make a contribution to this sector are welcome

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra1@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)