



Keeping families close™

23 To Shek Street, To Shek Village, Shatin, H.K.
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RONALD MCDONALD HOUSE CHARITIES OF HONG KONG

Fundraising Manager

Ronald McDonald House Charities (RMHC) Hong Kong is a fast-growing organization looking for passionate talents to join. The mission of RMHC is to create, find and support programs that directly impact the health and well-being of children and their families. We support families with ill children in Hong Kong for over 24 years and worldwide for 47 years. At RMHC we provide 'home away from home' accommodation, enabling families to stay close to their child and maintain a degree of normal family life.

The impact of RMHC programs plays an important and almost unique role in facilitating and supporting family-centered care for hospitalized children. We are committed to working collaboratively for and with families and with local children's health care partners to advance family-centered care. We have become even more motivated to fulfill our goal, by building a new 66-room Ronald McDonald House in the city. Having been the first chapter established in Asia in 1996, we are as committed as ever to providing refuge to those families confronted with the most difficult physical and psychological challenges.

For more details, please visit www.rmhc.org.hk

The Fundraising Manager should be an energetic creative professional primarily focus on the development and implementation of fundraising strategies, planning and execution of fundraising plans. This could include individual and major gifts, corporate sponsorships, direct mail, foundation grants, special events, online fundraising and third-party initiatives.

This exciting job will give you a chance to involve in the second Ronald McDonald House Hong Kong project, in which you will have the chance to extend your full potential to make it a great success and contribute to the philanthropy of Hong Kong.

Key Responsibilities:

- Work with Executive Director and Director of Development to establish annual financial goals and strategies; to maintain and create new relationships with corporate and organizational donors throughout the funding area



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- Act as lead staff for corporate partnership program, establish good working relationships and collaborative arrangements with corporates, foundations, government and other organizations to help achieve the goals of the organization
- Execution and coordination of donor acquisition plan, annual and special fundraising events/ activities, to achieve donor engagement, corporate donor partnership and fundraising objectives
- Work with Communications Manager to shape and maintain on-line presence including fundraising on the website, marketing and communications that support fundraising efforts and special events promotion
- Work in collaboration with the Assistant Fundraising Manager/ Fundraising Officer to develop and maintain proper procedures and record keeping of donors
- Responsible for grant writing and foundation relationships including research, application, tracking and reporting
- Set a positive culture of teamwork and community within RMHC family
- Assist Executive Director, Director of Development and Fundraising Committee in the fundraising plan for sustainability of the existing and new Ronald McDonald Houses in Hong Kong
- Assist in Furniture, Fixtures, and Equipment of the second Ronald McDonald House in Hong Kong, including but not limited to tender preparation and exploration of opportunities for items solicited by donation in kind
- Maintains involvement with external organizations and professional groups that may provide continuing education and connection for relationship building with donors/ supports

Requirements:

- Degree holder preferably in Marketing or Business Management
- Minimum 3 years of relevant experience in supervisory level
- Strong track record and industry connections is a must. Experience in international charity, NGO or educational institution is an advantage
- Good team player, analytical thinker and ability to work independently
- Excellent interpersonal, communications and presentation skills
- Excellent language, writing, project development and management skills
- Proficiency in computer, website, digital and social media applications
- High degree of personal initiative, passionate in charities work, community services and a strong personal drive with an innovative and creative mindset

We offer attractive remuneration package to the right candidate. Interested parties please send your CV with present and expected salary to admin@rmhc.org.hk