



Keeping families close™

23 To Shek Street, To Shek Village, Shatin, H.K.
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RONALD MCDONALD HOUSE CHARITIES OF HONG KONG **Assistant Fundraising Manager / Fundraising Officer**

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 Assistant Fundraising Manager/ Fundraising Officer should be an energetic and well-organized person who is willing to learn with high potential to grow. The primary focus is on the coordination and execution of mega fundraising events and fundraising plans. He or she is expected to provide support in various development plans and projects, for the sustainability and long-term growth of RMHC Hong Kong.

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.



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Key Responsibilities:

- Management of a wide range of fundraising events such as ceremonies/ dinners/ charity sales etc. including but not limited to attending event planning meetings, handling logistics, vendor liaison, volunteer coordination, marketing materials production and oversee the overall event operation
- Establish and maintain good relationship with donors, supporters and volunteers
- Assist in the management of donor database, profiles and histories. Evaluation and analysis of annual and special fundraising events/ activities. Produce analytical reports for management's review
- Responsible for fundraising related researches
- Ad hoc duties per assigned

Requirements:

- Degree holder in Marketing or Business Management
- Minimum 2 years of relevant experience
- A self-starter, ideally with previous experience in non-profit organization and in coordination of mega fundraising events such as gala dinner
- Excellent interpersonal, communications and presentation skills, strong in project coordination
- Proficiency in Chinese and English language
- Excellent computer skills, specifically good at making statistical/ analytical report and dashboard presentations
- Familiar with website, digital and social media applications
- Passionate in charities work and community services

Candidate with less experience may be considered for Fundraising Officer. 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