



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 are passionate about providing a home away from home for families with seriously ill children. The Kwun Tong House is under development.

FUNDRAISING & DEVELOPMENT

◆ Assistant Director of Development

Key Responsibilities:

- Assist the Executive Director to plan, coordinate and execute fundraising and communications development projects including but not limited to the second Ronald McDonald House project
- Develop new fundraising strategies and business plans to support the growth of the organization
- Function as both a leader and coach focused on building organizational capacity through the development and empowerment of staff in Fundraising and Communications Team
- Establish and reinforce networks and alliance with major stakeholders
- Identify and prepare grant proposals/ grant writing and foundation relationships including research, application, tracking and reporting
- Work closely with House Team and Finance & Admin. Team, ensuring that a positive independence exists

Specific Requirements for this position:

- Minimum 8 years of relevant experience in managerial level
- Strong VIP corporate/ individual customers connection and relationship is a must

◆ Senior Fundraising Manager

Key Responsibilities:

- Lead relationship building efforts for planned, capital and major gifts. Work with planned giving professionals to insure the conformance of House activities with appropriate laws and regulations
- Expand Monthly Donor database and explore new fundraising opportunities/ partners
- Supervise a fundraising team and oversee the team's fundraising activities, donor retention and new donor development, to meet the target goals
- Conduct annual donor retention and new donor acquisition plan and programs
- Assist Fundraising Committee, Executive Director and Assistant Director of Development in fundraising plan for sustainability of the existing and the new Ronald McDonald Houses in Hong Kong

Specific Requirements for this position:

- Minimum 3 years of relevant experience in managerial level
- Successful track record in the concerned areas is an advantage

◆ **Fundraising Manager**

Key Responsibilities:

- Work with Assistant Director of Development to establish annual financial goals and digital marketing strategies; to maintain and create new relationships with corporate and organizational donors throughout the funding area
- Assist the Assistant Director of Development to develop new fundraising channels, e.g. digital and e-marketing donation
- Act as the 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
- Work with Communications Consultant to shape and maintain on-line presence including fundraising on the website, marketing and communications that support fundraising efforts and special events promotion
- Supervise and work closely with the Assistant Fundraising Manager in planning and coordination of FR activities including annual Gala dinner

Specific Requirements for this position:

- Minimum 3 years of relevant experience in supervisory level
- Strong in digital marketing is a must
- Mega fundraising event experience is an advantage

General requirements for **FUNDRAISING & DEVELOPMENT** positions:

- Degree holder preferably in Marketing or Business Management
- Strong track record and industry connections is a must. Experience in international charity, NGO or educational institution is an advantage
- Strong personal drive with an innovative and creative mindset

ADMINISTRATION

◆ **Assistant Director/ Senior Manager of Finance HR IT & Admin**

Key Responsibilities:

- Lead the team of Finance HR IT & Admin, ensure these functions perform in an efficient and professional manner
- Oversee these functions' routine and ad hoc activities, such as annual audit process and Committee meetings, make sure all requirements and deadlines are being met on schedule
- Ensure appropriate internal controls through oversight/ implementation of these functions' standard operating policies/ procedures. All necessary and important priorities of the team are delivered successfully, functional goals are met or exceed expectation

- Financial and risk management, to achieve full financial control and sustainable growth
- Responsible for annual financial planning in conjunction with the Executive Director; administer and monitor all financial plans, investments, and budgets; keep Board and Senior Management up to date on the organization's financial status
- Engage the Finance Committee around issues, trends, and changes in the operating model and operational delivery; present to Board of Directors periodically and as needed
- Any necessary tasks assigned by Board/ Committee/ Executive Director to cope with the organization growth and needs

Specific Requirements for this position:

- Degree holder or above in Finance or Accounting related discipline
- CPA or equivalent professional qualification is necessary
- Minimum 8 years of experience in broad supervisory and management
- Experience in managing legal/ HR/ IT/ Admin functions, as well as nonprofit experience is preferred

General requirements for **ALL** of the above positions:

- High degree of personal initiative, passionate in charities work and community services
- Strong sense of responsibility and detail minded
- Strong leadership, good team player, analytical thinker and ability to work independently
- Excellent interpersonal, communications and presentation skills
- Excellent English and Chinese language skills
- Proficiency in PC, website, digital and social media applications
- Set a positive culture of teamwork and community within RMHC family
- Organized and grounded in process with the ability to both “work a plan” and pivot as needed to achieve measurable goals and outcomes
- A multi-tasker with the ability to wear many hats in a fast-paced environment

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