



香港觀塘有信街 2 號
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RMHC HONG KONG Project Officer, Community Engagement (6-Month Contract)

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. RMHC Hong Kong aims to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years while RMHC global has been serving worldwide for 50 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

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

We are looking for an experienced Project Officer to join our Development and Community Engagement Team for a period of 6 months in a maternity leave cover position.

Key Responsibilities:

- To assist in the implementation of all fund-raising programs /events and membership programs to partnership projects, towards targets;
- To manage fundraising events from planning to execution, including campaign launches, draft appeals, speeches, press releases, features and correspondences;
- To explore new opportunities through building new corporate and school partnerships, nurture new donors and boost number of participation to fundraising campaigns;
- To evaluate, engage, and work with business partners, such as production houses, agencies and vendors, to ensure acquisition of high quality of goods and services, and compliance with RMHC Hong Kong's internal policies;



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Key Responsibilities (Cont'd):

- To handle donor enquiry and manage the Donor Relationship Management (DRM) system. Ensure complete, accurate, and timely updates of donor information in the system;
- Handle ad-hoc tasks as assigned by the supervisor.

Requirements:

- Degree holder preferably in Marketing, Communications, Business Management or related discipline.
- Minimum 3 years of relevant experience, preferably in fund-raising, marketing communications, or event management.
- Work experience in NGOs or educational institutions, and in membership programs, fundraising, major gifts, and grant reporting would be an advantage.
- Mature, meticulous and an efficient and motivated self-starter
- Excellent language skills in English and Chinese, verbal and written.
- Proficiency in computer, website, digital and social media applications.
- Good interpersonal skills and ability to network, build relations and develop loyalty among corporate, school and individual donors.
- Highly adaptable, flexible with a high degree of personal initiative and drive with an innovative and creative mindset.

Interested parties please send your CV with present and expected salary to us at admin@rmhc.org.hk