



Senior Development Executive, Major Gifts (Ref: MCW/301118/SDE)

CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Position Description

The successful candidate for Development Executive, Major Gifts will take the lead in establishing and implementing the infrastructure needed to grow Mother's Choice annual budget in the area of Major Gifts and Planned Giving to support the work of Mother's Choice into the future. The role will entail creating annual and multi-year development and fundraising plans with measurable objectives to establish a strong and diversified base of support to include initiatives such as major gifts, prospect management, planned giving, bequests, donor relations and special events.

This dynamic, innovative fundraiser must be meticulous and accurate with strong attention to detail; a self-motivated team player with the ability to handle multiple tasks under deadline pressure; and be able to represent Mother's Choice to donors and prospects. More specifically, the Senior Development Executive has the following responsibilities:

Key Responsibilities

Major Gifts - Individuals

- Cultivate engagement opportunities to work with existing and lapsed prospects for generating major gifts so as to build a strong portfolio of high level supporters and top-tier donors beyond the current donor network.
- Work closely with Board, Committees and Fundraising Champions to steward relationships with this important segment.
- Setting up the infrastructure and mechanisms for our Fundraising champions to steward relationships with HNW segments.
- Develop a program to appreciate and recognize all major donors for their contributions in distinctive, visible, and meaningful ways and involve donors in the vision and programs of the organization.

Special events

- Handle all guest relations and input into fundraising materials for annual gala dinner.
- Be the main point person for Mother's Choice on externally organised fundraising events for major donors.
- Plan and deliver appreciation events for major donors

Donor Relations/Recognition

- Develop a program to appreciate and recognize all major donors for their contributions in distinctive, visible, and meaningful ways and involve donors in the vision and programs of the organization.

Planned Gifts + Bequests

- Create policies and procedures for the Planned Giving and Bequests program to ensure that Mother's Choice is in compliance with government regulations.
- Prepare proposals for various planned gifts for consideration by prospects and their advisors.
- Develop the communications, promotional strategies and materials for recognition of major or planned gifts and bequests.

Others

- Work collaboratively with the Development team to develop the 3YP budget.
- Work closely with Marketing Communications to create and implement a comprehensive marketing and outreach program to support all the new fundraising initiatives specific to this role.



Requirements

- A proven track record in developing philanthropic programs, strategic plans, securing private donor support and managing high-level donor relationships
- Experience in managing the full spectrum of development, including prospect identification, qualification, cultivation, gift solicitation
- Demonstrated knowledge and experience in philanthropy, motivations for giving, research and cultivation practices and standard fundraising techniques
- Previous experience in a corporate sales and marketing role generating new revenues would be an advantage.
- Demonstrated ability to work with a wide range of people, from interns to senior executives, and experience working with board members and committees
- Excellent financial understanding that includes both budgeting and key financial statements as well as internal budgeting
- Excellent communication skills with a persuasive ability, including strong written, verbal and presentation skills that can articulate compelling reasons for supporting Mother's Choice
- Experience planning and executing events is an advantage
- Ability to handle and maintain the integrity and confidentiality of highly sensitive material and information.
- Bachelors Degree in Marketing, Business, or equivalent
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/301118/SDE) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.