



Senior Officer, Development (Grants & Foundations) (Ref: MCW/280619/SOD)

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 Senior Officer, Development (Grants & Foundations) will have a passion for Mother's Choice's vision, a strong commitment to raising funds to support the mission, and a solid understanding of the organization's budget as it relates to fund development. The role is instrumental in sustaining and growing strategic partnerships with leading corporations, grant makers, trusts and foundations, to increase donor engagement and giving.

This role will represent Mother's Choice in various corporate capacities and networking, often with Executive Leadership and other members of staff, to build authentic relationships with institutional partners that include corporate, trusts and foundations, and the government.

Key Responsibilities

- Maintain existing relationships and cultivate new ones with corporates, trusts and foundations, both public and private;
- Develop and submit well-written grant proposals and impact reports to grant makers, working with relevant service teams to meet partnership commitments;
- Primary contact point for the Social Welfare Department and the Community Chest of Hong Kong, enduring donor deliverables are met in a timely manner;
- Interface with CSR professionals to understand their business and sustainability needs in order to match them appropriately with needs at Mother's Choice, once funding is secured;
- Gather insights & best practices from the for-profit and non-profit sectors that help us evolve our corporate partnership strategy and maximize the value of our relationships;
- Develop the promotional strategy, communications and collateral to engage corporate partnerships;
- Document, analysis and report corporate engagement activities, donor information, donations and key communications through CRM system (Salesforce);
- Work collaboratively with the Development team to develop the annual plan, budget and projections;
- Any other duties as required.

Requirements

- Bachelor's Degree with a minimum of 5 years' experience in Fundraising, Business development or equivalent;
- Demonstrated ability to work with a wide range of people, from interns to senior executives, board members and committee members;
- Excellent verbal communication skills (fluent English speaker), used to building authentic relationships through one-on-one meetings, presentations and public speaking opportunities;
- Excellent written communication skills to develop high-quality reports, compelling grant proposals and fundraising emails;
- A proven track record in developing fundraising projects, strategic plans, securing private donor support and managing high-level donor relationships OR A proven track record in a corporate sales and marketing role with high level of experience in client management and generating new revenues;
- CRM experience and proficiency in creating, managing and mining data.
- 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/280619/SOD) 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.