



## Events Manager (Ref: MCW/210716/CC\_EM)

**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

Events are a USP (unique selling proposition) for Mother's Choice. This is because one of our core values is "relationship" and it is in personal encounters, often facilitated through events, where we can fully connect in authentic relationship. Given the growing importance of events to Mother's Choice, we have an exciting new role to oversee and manage the successful execution of large-scale, high profile events for Mother's Choice (in-person and virtual).

### Key Responsibilities

#### Event Management (50%):

- Oversee execution of Mother's Choice cornerstone events including all logistics such as maintaining timelines & event calendar, working with event committee/s, etc;
- Work closely with staff, committees, and volunteers to organize and maximize the effectiveness of fundraising/cultivation events whilst also devising new events and programs to expand the number of private contributions.
- Provide proactive problem-solving while managing event logistics;
- Coordinate post-event analytics/evaluation to include return on investment analysis, to ensure financial viability and sustainability of events;
- Vendor management: oversee coordination of vendor production schedules (includes venue contracts, auction, collaterals, invitation designs, printing, F&B, entertainment, etc);
- Budget management: track event expenses and manage budget, contract negotiation;
- Responsible for various administrative duties including preparations for meetings and events.

#### Sponsorship (20%):

- Develop and implement strategies to identify, engage, secure and steward new partners;
- Cultivate the portfolio of current partners and maximize relationships with a strong ethos of appreciation;
- Track and manage sponsorships, draft correspondence and solicitation mailings, and execute sponsorship benefit elements
- Manage all phases of development cycle that includes sales calls and meetings, creation of pitches and the writing of all materials, presentations and letters of agreement;
- Garner insights & best practices from the for-profit and non-profit sectors that help to evolve our sponsorship strategy and maximise the value of our relationships;
- Document all engagement activities, donor information, donations and key communications through Salesforce CRM system.

#### Marketing & Communications (10%):

- Work with graphic designer to design and develop all event collaterals;
- See through the execution of all event collaterals to final production.

#### Fundraising (20%):

- In collaboration with Fundraising, coordinate on the implementation of tailored cultivation and stewardship events to acknowledge, diversify and celebrate current levels of giving as well as ensure that donor event activities are impactful and well-executed;



## Requirements

- Minimum 10 years of relevant experience; Candidate with less relevant experience may consider for Assistant Manager position
- Excellent written and verbal communication, creative and entrepreneurial, with the ability to execute high quality special events that meet or exceed annual goals
- Have exemplary relationship building skills and be excited by the responsibility of playing a critical role in securing funding for Mother's Choice fundraising goals.
- Requires a superior customer service mentality, strong relationship building and deep interpersonal skills.
- Experience and confidence in working and communicating with Board and Committee members, donors and high net worth individuals.
- Adherence to the highest ethical standards with the ability to act with discretion, self-assurance and diplomacy.
- Sound judgment in maintaining confidentiality of donor information.
- Collegial team player able to interact effectively with diverse internal and external constituencies.
- Ability to work positively in a flexible team environment.
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

## Traits required for success

- A passion for the mission of Mother's Choice and its commitment to partner with the community to give hope and change life stories of young girls, children & families in HK;
- Positivity, strong interpersonal and motivational skills, including ease in conveying the mission of Mother's Choice to senior level leaders from a wide variety of stakeholders;
- Exceptional communication skills, verbal and written, to a wide-spectrum of audiences;
- High level of responsibility and integrity when dealing with sensitive topics and material;
- Willing to participate in occasional after hours and weekend events that support fundraising activities

## To Apply

Interested candidates should send a cover letter, full resume quoting the job reference number (Ref: MCW/210716/CC\_EM) and expected salary to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto: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. Each year, thousands of teenage girls face crisis pregnancy with no support and thousands of children are in need of a family for a number of reasons including neglect, abuse, abandonment, or family breakdown. We are here to help the most vulnerable in our community by providing high quality services for children, youth and families, and actively providing ways to prevent the problem.