

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30<sup>th</sup> anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

### **Fundraising Manager (Ref: 2400170) Alumni Affairs and Development Office**

The appointee, working in the Fundraising Team, will be assigned to (a) draw up / recommend strategies, policies and guidelines for the University in relation to initiatives / projects supported by donors; (b) design and implement major fundraising campaigns for sourcing / maximising donations / sponsorship supports; (c) build and manage constructive relationships with prospective and committed donors and drawing up / coordinating proposals and progress reports for donors; (d) maintain effective external and internal communication with stakeholders; (e) organise campus visit, donation ceremonies, Thanksgiving Reception and related events as well as recognising donors' contributions; (f) manage and administer donations and sponsorships; (g) maintain good communication with the Board of Stewards of The EdUHK Foundation and provide secretarial support; (h) provide advice to Departments / Units / Centres on strategies and practices in relation to fundraising; (i) serve as a Member or provide secretarial support to related Committees as assigned; (j) assist the Director of Alumni Affairs and Development and work with other team members to deliver the strategies and objectives of the Office; and (k) perform any other duties as assigned by the Director of Alumni Affairs and Development.

Applicants should (a) have a recognised degree or above; (b) preferably have twelve years' post-qualification work experience, with at least five years at supervisory/management level in fundraising and administration as well as extensive experience gained in sizable organisations or public/tertiary institutions; (c) have proven track record in formulating and delivering strategies and policies; (d) have extensive experience in internal and external stakeholder management; (e) be innovative, eager to excel, willing to go an extra mile to achieve objectives and be a team-worker; (f) have good communication, presentation and negotiation skills; (g) be pleasant, presentable and proactive, and must be able to formulate/implement plans independently and work under pressure; (h) be prepared to work outside office hours and occasionally cross borders; and (i) have an excellent command of written and spoken languages in both English and Chinese (including Cantonese and Putonghua). Applicants meeting the above requirements and with experience in fundraising activities may have an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Alumni Affairs and Development Manager in the University. Candidates with less experience will be considered for the post of Assistant Alumni Affairs and Development Manager.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 28 February 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

**EdUHK is an Equal Opportunities Employer.**