

【Recruitment】

CarbonCare InnoLab Limited

CarbonCare InnoLab (CCIL) is a non-governmental organization registered with charitable status in Hong Kong. Its mission is to encourage innovation that is both relevant to local needs and which contributes to solving global challenges. This includes climate justice, carbon reduction, resource conservation and action that will assist adaptation and resilience building.

Website: www.ccinnolab.org

1. Programme Manager

We are looking for a passionate individual who aligns with our values and initiatives, and is ready to contribute to building a greener and more sustainable Hong Kong. This position manages a small team of dedicated programme officers and reports to the CCIL Board of Directors. It requires an experienced, self-motivated and resourceful person who is able to lead current projects as well as to contribute to the organisation's future growth.

RESPONSIBILITIES:

- Plan and lead resource deployment and organizational growth in pursuit of CCIL's mission
- Develop and maintain partnerships and networks with international and local trust / foundations, civic / academic institutions and other NGOs for effective programme operations
- Identify potential project sponsors and donors and prepare proposals / grant applications
- Develop, oversee and report on the implementation of climate innovation programmes
- Monitor programme budgets and ensure appropriate use of resources
- Communicate with project sponsors, partners, corporate and individual members, as well as the media
- Supervise a team of dedicated programme officers and volunteers

QUALIFICATIONS:

- Proven experience of no less than 5 years in project leadership, development and management
- Previous experience in the implementation of international or local projects; track record in grant applications a plus
- Excellent engagement and communication skills with all levels of project stakeholders and the community at large
- Knowledge of and a passion for climate change and sustainability issues
- Proficiency in both written and spoken Chinese and English
- Self-motivated, ability to work independently and under pressure, willingness to be a leader and a team player

Salary package with fringe benefits will commensurate with the qualifications and experience of the successful candidate.

Please email your full CV, references and expected salary with an application letter to the **Board Chairman of CarbonCare InnoLab** at admin@ccinnolab.org

All information received will be treated in strict confidence and used for selection purpose only.

2. Corporate Engagement Manager / Executive (Fundraising)

We are looking for a passionate individual who aligns with our values and initiatives, and is ready to contribute to building a greener and more sustainable Hong Kong. The position requires an experienced, creative and self-motivated person who is able to effectively develop and implement the organisation's fundraising initiatives, resource solicitation and sponsorship expansion. S/he has to develop strategies to proactively manage all aspects of corporate engagement and solicit potential sponsors and donors to support the organisation's evolving programme needs.

RESPONSIBILITIES:

- Solicit funding or sponsorship opportunities and prepare proposals or applications to funding bodies such as trusts/ foundations and other corporate donors
- Develop the network of corporate partners and communicate with them to expand the sponsorship / donation pool
- Plan and execute promotion/marketing programmes with the project team for fundraising purpose
- Plan and execute fundraising events of various types
- Manage the corporate membership database and prepare timely and accurate data for donor reporting
- Drive the Corporate Membership Programme to achieve the annual membership and financial targets as laid down by the organization

QUALIFICATIONS:

- Proven experience of no less than 4 years in fundraising or sponsorship solicitations and event promotion
- Excellent engagement and communication skills with corporations and funding bodies
- Good fund sourcing network and track record in grant applications a definite advantage
- Proficiency in both written and spoken Chinese and English
- Self-motivated, ability to work independently and under pressure
- A good team player

Salary package with fringe benefits will commensurate with the qualifications and experience of the successful candidate. Candidate with less experience may be considered for an Executive level position.

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