

## 【Recruitment】 Corporate Engagement Manager/ Executive (Fundraising)

We are looking for a passionate individual who wishes to contribute to a greener Hong Kong in line with our mission and vision. The position requires an experienced, creative and self-motivated personnel who is able to effectively develop and implement the organization's fundraising initiatives and resources solicitation. S/he has to develop strategies to proactively manage all aspects of corporate engagement and donor relationship to support the organization's evolving needs.

### RESPONSIBILITIES:

- Develop and implement plans of the Corporate Membership Programme of the organization, to achieve annual membership and financial targets as laid down by the organization
- Identify funding opportunities, solicit resources and and prepare proposals in line with the organization's program development
- Develop and maintain relationships with corporate partners and explore donor pools
- Plan and co-ordinate marketing efforts with the program team for fundraising purpose
- Plan and execute fundraising events
- Collaborate with the programme team to enhance fundraising efforts
- Manage the corporate membership database and prepare timely and accurate reporting data for donor reporting

### QUALIFICATIONS:

- A minimum of five years' experience in fundraising for non-profit or non-governmental organizations, preferably two years at managerial level;
- Knowledge of fundraising goals and best practices;
- Demonstrated advanced proficiency in managing corporate relationship;
- Previous network with corporations or funding organizations is a definite advantage;
- Experience in managing budgets;
- Strong project management skills;
- Proficiency in both written and spoken Chinese and English;
- Resilient, highly-motivated and proactive with a can-do attitude;
- A team player with excellent interpersonal and communications skills

Closing Date: 12 May 2017

Salary will depend on qualifications and experience. Fringe benefits will also be offered to successful candidates. Candidate with less years of experience can be considered for the position of Corporate Engagement Executive. Please indicate which position you are applying for in your application letter.

Please email cover letter with your full CV, references, current and expected salary to the Programme Director via [admin@carboncareasia.com](mailto:admin@carboncareasia.com).

All information received will be used strictly for recruitment purposes only.

**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](http://www.ccinnolab.org)



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