

【Recruitment】

CarbonCare InnoLab Limited

CarbonCare InnoLab (CCIL) is a non-governmental organisation 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 climate and sustainability challenges.

Website: www.ccinnolab.org

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.

1. Programme Manager

KEY RESPONSIBILITIES:

- Develop, oversee and report on the implementation of climate change programmes
- Develop and maintain partnerships and networks with international and local trust/ foundation, civic/ academic institutions and other NGOs for effective programme operations
- Develop communications strategies to publicise the programme and to promote discussion on the subject
- Monitor programme budgets and ensure appropriate use of resources
- Communicate with project sponsors, partners, organisations and individual members, as well as the media

QUALIFICATION AND EXPERIENCE:

- Proven experience of no less than 5 years in project leadership, development and management
- Previous experience in the implementation of international or local projects
- Excellent engagement and communication skills with all levels of project stakeholders and the community at large
- Fundraising experience is a plus
- 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

2. Fundraising & Marketing Manager/ Executive

The position requires an experienced, creative and self-motivated person who is able to effectively develop and implement CCIL's fundraising initiatives and sponsorship expansion to support the organisation's evolving programme needs.

KEY RESPONSIBILITIES:

- Assist the CEO and Programme Director in the development of fundraising strategies and to proactively engage donors and sponsors
- Solicit funding or sponsorship opportunities and prepare proposals or applications to funding bodies such as trusts/ foundations and other corporate / individual donors
- Build and maintain good relationship with partners, donors and sponsors
- Plan and execute promotion/marketing programmes for organisation brand building
- Plan and execute fundraising events of various types, including web-based appeals
- Develop, promote and execute corporate volunteer schemes
- Develop and manage organisation website, newsletter and social media promotions for effective communication with partners, donors and the public at large
- Manage and maintain donor database and prepare timely and accurate reports on donor expansion progress

QUALIFICATION AND EXPERIENCE:

- University graduate with at least 3 years of relevant experience in fundraising, donor relations, sponsorship solicitation and event promotion
- Excellent engagement and communication skills with corporations and funding bodies, good fund sourcing network and track record in securing sponsorships a definite advantage
- Solid experience in brand building and event marketing with sound knowledge in website and social media promotion
- Self-motivated, result-oriented and with a creative mindset to test new marketing ideas
- Proficiency in both written and spoken Chinese and English
- Able to work independently and yet a good team player

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

Please email your full CV and expected salary with position title as subject line to admin@ccinnolab.org attention **CEO of CarbonCare InnoLab**.

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