

## **Manager of Partnership and Development**

### **About the post**

Reporting to the Director of International Partnership, Development and Programme Management, the Manager of Partnerships and Development is responsible for identifying fundraising resources with the objective to obtain financial support for CHAT's programmes. The successful candidate should have sufficient knowledge on local funding bodies, such as government bodies and major foundations and his/her own networks of local and international donors. Track record of experience in managing funded programmes for arts and cultural organisation(s) is essential.

### **Job duties**

- Proactively identify, cultivate and solicit fundraising targets, develop and implement strategies and plans for donations from major corporate donors in Hong Kong.
- Engage and collaborate with CHAT team to determine funding needs and priorities in all aspects in implementing CHAT fundraising strategy.
- Responsible for sourcing and developing new relationships with prospective and current donors and maintaining strong relationships with all of CHAT's donors.
- Generate new leads in corporate sponsorship and develop joint programmes with corporate sponsors to enhance CHAT's diversity in sponsors, as well as raise visibility and profile through these programmes.
- Maintain a database of CHAT members, donors, sponsors and collaborators.
- Plan and execute special events, including fundraising galas, conferences and exclusive programmes for donors and supporters.
- Prepare funding application, sponsorship/ donation agreements, presentation materials to management, potential sponsors and donors.
- Responsible for all donor/sponsor correspondence and deliverables that are related to sponsorship and donation programmes.

### **Requirements**

- Bachelor/ Master's degree in Business, Finance, Marketing, Law or related discipline. Other disciplines will be considered with commensurate experience.
- More than 6 years of experience in fundraising, partnership, sales or business development role or comparable function, preferably in arts organisation or similar settings.
- Passionate about arts and culture and enthusiastic about art exhibitions, arts education and outreach programmes.
- Excellent written and spoken communication skills are a must in English and Chinese (Putonghua and/or Cantonese).
- Good team player with self-initiation and strong problem-solving ability.
- Able to work across multiple teams effectively in an open and collaborative manner.

**APPLICATION FOR THIS POSITION**

**Qualified candidates should email their cover letter, CV, expected salary and name of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org) by 31 Jan 2022.**

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** after application deadline may consider their applications unsuccessful.*

**Important Notes**

Centre for Heritage Arts and Textile (“CHAT”) is a Temporary Places of Public Entertainment (“TPPE”) licensed premise and we abide by the HKSAR government-maintained measures under the Prevention and Control of Disease - Requirements and Directions (Business and Premises) Regulation Cap. 599F. Upon employment by Mill 6 Foundation Limited who operates CHAT, staff is expected to comply with the government stated vaccination or testing requirement and/or other requirements of the company.