

Officer - Partnership and Development

Job Description

Reporting to the Partnership and Development Manager, the Officer of Partnership and Development is responsible for:

- working closely with Partnership and Development team and CHAT team in general;
- building and maintaining good relationship with CHAT's members, patrons and donors, updating their data timely and accurately, promoting CHAT's membership scheme as well as managing and delivering the membership privileges;
- assisting in writing grant or fund application-related materials, such as content of the application, proposal, presentation, budget plan, and report;
- assisting and participating in events or meetings in relation to partnership development and fundraising opportunities;
- liaising and coordinating with different departments;
- performing ad hoc assignments as required.

You should have/be:

- Bachelor's Degree in language, communications, or relevant disciplines, with a preference for a major in English;
- Excellent writing and translation in both English and Chinese. Fluency in Putonghua is a plus;
- At least 2-3 years of full-time working experience, preferably in non-profit organisations or with experience in membership management;
- Strong sense of responsibility, self-motivated, detail-oriented, and highly organised;
- Proficiency in PC and strong knowledge in Microsoft Word, Excel, PowerPoint. Knowledge in Adobe Photoshop and Illustrator is a plus; and
- Flexible and willing to work overtime and weekends at times, especially during peak seasons in preparation for exhibition openings.

TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to hr@mill6chat.org by 7 Oct 2023.

*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.*