

THE HONG KONG POLYTECHNIC UNIVERSITY

ALUMNI AFFAIRS AND DEVELOPMENT OFFICE

Post Specification

Deputy Director of Development / Assistant Director of Development (Ref. 21120821-IE)

Duties

The appointee will be required to:

- (a) assist the Director of Alumni Affairs and Development to oversee the functions and duties of the Office in the development and implementation of fundraising and engagement initiatives and programmes that advance the University's institutional goals;
- (b) plan/devise strategies, implement and promote fundraising programmes/events to enhance fundraising capacity of the University, including developing and compiling donation/gift proposals and projects and achieving the defined goals and targets of the function;
- (c) manage and lead a team of staff members to cultivate close connection with existing and prospective donors and supporters to extend networks and realise their support for the University;
- (d) work closely with the academic units in coordinating initiatives and programmes for donors engagement, including cultivation and engagement of existing and prospective supporters for on-going engagement, development and stewardship efforts;
- (e) serve as secretary of and provide support to committee/working groups related to fundraising and network building; and
- (f) perform any other duties as assigned by the Director of the Office, Executive Vice President or Central Management from time to time.

The appointee will be required to work outside normal office hours.

Qualifications

Applicants should:

- (a) have a recognised degree in a relevant discipline;
- (b) have extensive managerial experience (not less than ten years) in development, communications and relationship management gained in sizeable organisations; while leadership experience in fundraising, stewardship and engagement with strategic stakeholders is a definite advantage;
- (c) have excellent communication, presentation, influencing and analytical skills plus strong planning and organising abilities;

- (d) have proven leadership experience in managing and developing a team of professional staff members and subordinates;
- (e) have a good understanding of the business, commercial and philanthropic sectors, and preferably among the tertiary institutions in Hong Kong and with a good and established networks within and outside Hong Kong;
- (f) have strong outcome orientation to achieve and deliver results;
- (g) be innovative, highly motivated and willing to work under tight schedules, and preferably be familiar with technologies; and
- (h) have excellent English and Chinese writing and communication skills while proficiency in Putonghua is preferred.

Candidates with higher qualification or more experience may be considered for the post of Deputy Director of Development.

Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should submit a completed application form together with a covering letter and a full curriculum vitae. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 20 December 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

8 December 2021