

# THE HONG KONG POLYTECHNIC UNIVERSITY

## OFFICE OF INSTITUTIONAL ADVANCEMENT

### Post Specification

**Section Head** (Ref. 22051302-IE)

### Duties

The appointee will be required to:

- (a) formulate and implement fundraising initiatives/programmes to solicit donations for the University;
- (b) identify new donors, direct and coordinate solicitation of funds;
- (c) prepare fundraising collaterals and proposals;
- (d) plan and organise activities and ceremonies to engage/recognise donors;
- (e) coordinate with internal units in relation to fundraising initiatives and provide advice to them whenever necessary;
- (f) manage and lead a team of fundraising staff to execute the planned projects/activities;
- (g) manage the donation administration and compile reports; and
- (h) perform any other duties as assigned by the Director or his/her delegates.

The appointee may be required to work beyond or outside normal office hours and travel occasionally to Mainland China and overseas for the purposes of attending meetings and/or coordinating events/activities.

### Qualifications

Applicants should:

- (a) have a recognised degree in a relevant discipline;
- (b) possess at least eight years' solid working experience at supervisory/management level in sales/marketing/public relations/relationship management; while experience in fundraising is a definite advantage;
- (c) have excellent interpersonal and presentation skills plus a good and established network among local business and commercial sectors;
- (d) have proven leadership and people management skills;
- (e) be proactive and result-oriented, and must be able to formulate/implement plans independently; and
- (f) have an excellent command of both written and spoken English and Chinese, as well as proficiency in Putonghua.

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 state their current and expected salary in the application.

## Application

Please send a completed application form together with a covering letter and a full curriculum vitae 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](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](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 27 May 2022 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

13 May 2022