

THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF INSTITUTIONAL ADVANCEMENT

Post Specification

Assistant Manager (Development) (Ref. 22051703-IE)

Duties

The appointee will be required to:

- (a) manage fundraising projects/donation schemes and organise donor engagement activities/events;
- (b) expand donors' network by cultivating relationships with new donors and steward current donors through outreach activities/campaigns with effective relationship management;
- (c) assist in planning and execution of fundraising programmes, ceremonies and networking functions;
- (d) compile reports and draft donation proposals;
- (e) prepare correspondence/speeches and compile communication materials and contents of websites for donor related activities/projects for promotion and publicity;
- (f) provide secretarial support to committees/working groups and assistance to internal departments/offices in donation related matters; and
- (g) perform any other duties as assigned by the Director of the Office or her delegates.

The appointee may be required to work beyond or outside normal office hours for the purposes of attending meetings and/or organising events occasionally.

Qualifications

Applicants should:

- (a) have a recognised degree in a related discipline;
- (b) possess at least five years' relevant post-qualification working experience, with experience in fundraising, communications and/or event management being a key advantage;
- (c) have a good command of both written and spoken English and Chinese, with proficiency in Putonghua;
- (d) possess excellent interpersonal, writing and organisational skills;
- (e) be a good team player, and have high self-motivation and ability to complete tasks independently; and
- (f) have sound knowledge of computer software applications, preferably with solid experience in social media marketing.

Preference will be given to those with fundraising experience gained in tertiary institutions. 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. 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. **The closing date for application is Tuesday, 31 May 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. 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.

17 May 2022