

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **ALUMNI AFFAIRS AND DEVELOPMENT OFFICE**

### **Post Specification**

**Section Head** (Ref. 21070210-E2)

#### **Duties**

The appointee will be a talented professional with high calibre and passion in education. Reporting to the Director of Alumni Affairs and Development, the appointee will play a leadership role and lead a team in the development and implementation of alumni programmes. He/She will cultivate support from alumni, friends and prospective supporters of the University in bringing valuable resources to advance the institutional development. In addition, he/she will be responsible for specific designated projects, including fundraising.

The appointee will be required to:

- (a) provide leadership in the development and implementation of alumni initiatives and engagement programmes, that advance the University's development and institutional goals;
- (b) identify and engage alumni proactively for support, provide stewardships with high standards, and involve teams of volunteers as appropriate;
- (c) work closely with academic units in coordinating and facilitating initiatives and programmes, including cultivation and engagement of alumni and potential supporters of the University for on-going engagement, development and stewardship efforts;
- (d) manage and support alumni associations of the University;
- (e) devise strategies to build the alumni database and perform data analysis for better planning and effective segmentation;
- (f) assist in developing and compiling gift proposals in collaboration with the project teams;  
and
- (g) perform any other duties as assigned by the Director of the Office from time to time.

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

#### **Qualifications**

Applicants should:

- (a) have a recognised degree in a relevant discipline;
- (b) have proven managerial experience (not less than eight years) in development, communications, relationship management and event management gained in sizeable organizations. Fundraising, stewardship and/or alumni relations experience is an advantage;

- (c) have excellent written and oral communication skills in English and Chinese, preferably with proficiency in Putonghua, with a high attention to details;
- (d) be a good team player with strong organizational, interpersonal and supervisory skills, and the ability to work with units, administrators and volunteers as part of a team in a large and complex organization;
- (e) be creative, highly motivated and result-oriented, and willing to work under tight schedules;
- (f) be familiar with technologies and database management; and
- (g) have a good understanding of the business and commercial sectors, and preferably among the tertiary institutions in Hong Kong.

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

Applicants who have responded to the previous advertisement need not re-apply.

### **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](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/forms.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php). 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 16 July 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/pics.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php).

2 July 2021