

**Position Title:** Development Director

**Reporting To:** CEO

**Date of Posting:** September 2020

**Location:** Hong Kong

**Organization Information:** Children's Medical Foundation (CMF) is a Hong Kong registered nonprofit that funds sustainable programs in child health. With an extensive network of 30 hospital partners across China, treating six babies every hour, CMF expands lifesaving healthcare initiatives for newborn babies in poor, rural China. In 2021, CMF will celebrate its 25<sup>th</sup> anniversary.

**Our Vision:** High quality healthcare for children in Asia, regardless of where they live.

**Our Mission:** Children's Medical Foundation develops and implements sustainable healthcare solutions for children in Asia with a focus on helping underprivileged children.

**Job Description: Development Director (Full-Time, Part-Time or Customised Position)**

The Development Director will collaborate with the CEO, Development team and Board, to develop and lead a sustainable fundraising strategy and adept execution of the plan. Core strategies should include strategic partnership, donor diversification and social entrepreneurial solutions towards financial sustainability.

Success will greatly enhance the Foundation's ability to make a meaningful impact on saving China's youngest and poorest.

**Responsibilities**

- Partner with CEO and CMO to develop the 5-year Fundraising and Partnership plan of CMF's Development Strategy, with focus on annual targets and CMF's 25<sup>th</sup> Anniversary
- Execute the strategy and pipeline for appeals, corporate partnership and events by leveraging your organizational, proposal writing and relationship cultivation skills
- Report to existing donors and manage relationships through Salesforce CRM and donor management tools
- Source new opportunities, profile referrals and collaborate with Board or champions to strategize and pitch for funding
- Convincingly articulate CMF's story and craft communication including appeal collaterals and partnership benefit material
- Partner with the Marketing Manager on marketing and outreach initiatives such as Charity Golf Day, Social Impact Fellowship, digital campaigns and new signature event.
- Support CMF brand development in HK and China through donor communication, social media, website and branding
- Forecast and manage budgets for projects under management
- Optimize human resources by harnessing the team support of volunteers, committee members, donors, partners and staff as part of your implementation plan.
- Be responsible for the Development section for the quarterly Board Meeting.

## Requirements

- Passionate about nonprofit work, children and helping less privileged areas of China / Asia
- University graduate with 8 years working experience, including at least 5 years in fundraising, sales, marketing, development related leadership position. Lesser experienced candidates can be considered for Development Manager.
- Proven ability to create and lead execution of a strategic plan
- Proven ability to organize and project manage initiatives from inception to completion
- Familiarity with the Hong Kong business environment with wide network of HK-based contacts
- Strong verbal and written communication skills, including ability to convincingly dialogue with corporate and individual donors via presentations and meetings
- Native fluency in English required, Cantonese and/or Mandarin beneficial
- Well-developed organizational and administrative skills, competent in Microsoft Office applications; client management software, design software a plus
- Positive mindset and can work well under pressure
- Resourceful and capable of working independently in a small office environment

Interested candidates should apply online with a cover letter, resume and expected salary or send the application to [hr@cmf.org.hk](mailto:hr@cmf.org.hk) with subject heading of **"Development Director"**.

We are an equal opportunity employer and regret we cannot respond to each application personally. Please consider your application unsuccessful should you do not hear from us within 4 weeks.