Position Title: Development Officer
Reporting To: CEO
Date of Posting: October 2026
Location: Hong Kong

Organization Information: Children's Medical Foundation (CMF) is a Hong Kong registered nonprofit that funds sustainable programs in child healthcare in Asia. With an extensive neonatal national network of 116 hospital partners across China, Indonesia and Hong Kong treating 1 baby every 6 minutes, CMF expands lifesaving healthcare initiatives for newborns, improving health equity and access.

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: Officer
Working closely with the Development team and CEO; he/she will be accountable for adept execution of the development plan, with timely and highly organized project management of fundraising events, campaigns, digital marketing, and content creation, using streamlining tools, IT and software. Core initiatives include project management, sponsorship, communications, and brand building components

Areas of critical importance include fundraising and expanding the visibility of the foundation and increasing community awareness of the CMF brand. Success will greatly enhance the Foundation's ability to make a meaningful impact on improving access to child health saving the youngest and poorest.

Responsibilities
Events & Campaigns Project Management
- Execute the Development pipeline of events, fundraising appeals, and branding initiatives by leveraging your project planning, event management, communications and marketing experience.
- Manage existing initiatives such as the annual Charity Golf Day, Founders' Circle, Urgent Appeal, Tencent and Google campaigns to fundraise and establish new Signature Events.
- Actively manage the CRM, EDM and operational systems for campaign management, stakeholder communication, donation receipt processing and corresponding donor engagement processes.
- Optimize human resources by harnessing the team support of volunteers, committee members, donors, partners and staff as part of your implementation plan.

Major Gift Donor fundraising
- Create pitchbook templates and customize for donors.
- Research and prepare donor profiles and support donor grant writing.
- Support restricted programs donor report writing.

Content management & Digital marketing
- Plan and monitor all ongoing CMF presence on social media, the website and digital marketing to build CMF's presence and brand.
- Draft CMF newsletters and stakeholder communications, launch online campaigns.
- Create, design and manage fundraising and marketing collaterals including videos, annual reports, campaign and event collaterals, working with designers, branding and public relations partners, etc. as required.
- Effectively articulate CMF's story and proactively lead and inspire community stakeholders and networks.
- Drafting the Development section and assembling the quarterly Board Meeting report.
- Proactively support the CEO with daily operations and administration of organizational matters in support of the Foundation's work.

Requirements

- Independent, hard-working, and accountable with excellent time management
- Passionate about building a career in the nonprofit sector, cares about children and helping the underprivileged in China / Asia
- University graduate with some experience, including in project management, fundraising, sales, marketing, NGO or development position is preferred
- Fluent in English required, bilingual in Cantonese and/or Mandarin
- Competent in Microsoft Office applications, tech proficient and design software; client management software a plus
- Strong verbal and written communication skills
- Resourceful and capable of working independently in a small office environment

Candidates should submit a cover letter, resume and last compensation, and send the application to hr@cmf.org.hk with subject heading of "Your Name, Development Officer". We are an equal opportunity employer though cannot personally respond to each application. Applications will be reviewed on a rolling basis until the position is filled.