



JOB TITLE: Development Manager

Job Highlights

- Experience working with fundraising principles and practices.
- Track record of success in attracting sponsorships and donations.
- 6+ years related experience, preferably in the non-profit sector.

ORGANISATIONAL MISSION

The HKMM is an independent, not-for-profit company responsible for the collection, documentation and presentation of maritime material culture associated with Hong Kong, the South China Sea, and the Pearl River Delta.

Working with the Hong Kong Government, members of the Hong Kong Shipowners Association, academic institutions, cultural and community partners, the HKMM is developing an international standard maritime museum and research centre at Pier 8.

Our mission is to chronicle, analyse and communicate knowledge about the oceans and their dynamic relationship with the past, present and future of Hong Kong, the mainland of China and the world. We particularly explore shipping, maritime trade, naval activity, maritime-related leisure, arts and culture, and the sustainability of the oceans. Through a unique fusion of history, art, and science, the HKMM creates crossover learning experiences for local, regional, and international audiences. Integral to our mission is to be credible, accessible, and inclusive when connecting with our stakeholders' communities.

POSITION OBJECTIVE

The function of Development Manager is to raise both attached and unattached funds from corporates, trust and foundations, individuals, government departments/bureaux as well as to develop new strategic partnerships.

POSITION RESPONSIBILITIES

1. Report to the Commercial Director, develop and implement the fundraising plan, with annual goals, strategies, and work plans.
2. To work with the team in fundraising, donation, and sponsorship activities; to increase the client bases of sponsors and donors.
3. To lead donor stewardship and engagement plan, include donor acknowledgements, reports, and deliverables.
4. To conduct research, attend external events to build a portfolio of prospects, donors, and connectors with major gift potential.
5. To prepare and/or coordinate fundraising and grant submissions on to enhance the Museum's capabilities in Curatorial, Education and Digital.
6. Organise 2 – 3 annual fundraising events including online campaign.
7. To work with Marketing team on supporting materials, proposals and event management for donor communications and events.

POSITION REQUIREMENTS

- University graduate
- 6+ years of related experience, preferably in the non-profit sector.
- Experience working with corporates, trust and foundations, individual major donors, and government departments.
- Excellent written communication skills to develop compelling sponsorship proposals.
- Fluent in Chinese and English, good at Mandarin
- A team player with good interpersonal skills and comfortable in cross-team collaboration

Interested parties, please send cover letter and CV with expected salary to lindawoo@hkmaritimemuseum.org and willycheung@hkmaritimemuseum.org