

POSITION DESCRIPTION



JOB TITLE: Development Officer

Job Highlights

- University graduate
- 3 years working experience, preferably in the non-profit sector
- Independent with good communication skills

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 Officer is to support the Development Team by managing and executing various fundraising initiatives to raise funds from individuals, government departments, corporates, and trust and foundations.

POSITION RESPONSILITIES

1. Report to the Development Manager, to plan and implement the fundraising campaigns, events and activities.
2. To assist the Development Team in preparing and coordinating fundraising pitch materials and grant submissions to enhance the Museum's capabilities in Curatorial, Education and Digital.
3. To support the Development Team to plan and execute flagship fundraising events, including Gala Dinner.
4. To organize a few small fundraising events in a year.
5. To execute donor stewardship and engagement plan, to ensure donor acknowledgements, reports and deliverables are met and communicated in a timely manner.
6. To conduct research and build a portfolio of prospect corporate and individual donors.
7. To ensure the Museum's sponsors database is current and integrate with the Museum's communications strategy.
8. To work with the Commercial Director and Development Manager to develop a Development and Fundraising Plan, with annual goals, strategies, and work plans.

POSITION REQUIREMENTS

- University graduate
- 3 years of related experience, preferably in the non-profit sector
- Excellent written communication skills to develop sponsorship proposals and compile reports
- A team player with good interpersonal skills and comfortable in cross-team collaboration
- Fluent in Chinese and English, good at Mandarin
- Ability to work independently and pay attention to details

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