

PRODUCE GREEN FOUNDTION

Job description

Development Officer

Responsibilities

- Develop income funding in general and achieve financial self-sufficiency and financial security;
- Develop, organize and implement sponsorship, fundraising and marketing strategies and projects for individuals, corporate, foundations and institutions;
- Plan and execute communication projects to increase public awareness and supports;
- Develop and enhance relationships with media to ensure maximum and appropriate coverage for the promotion of the organization and its work;
- Prepare funding proposal, reports, budgets and communication materials;
- Manage the development and maintenance of the website in order to raise funds and to inform and engage the public;
- Prepare English and Chinese communications materials, such as web contents, press releases, fundraising appeals, annual reports, quarterlies, bi-monthly e-newsletters, brochures and etc.
- Ensure all publications and communication materials of the organization are agreed upon for textual and visual constancy
- Monitor and improve sponsor and donor database and to ensure maximum efficiency of sponsor and donor services and satisfaction
- Plan and implement exhibitions and events
- Organize and manage volunteer issues
- Manage and motivate team members, produce and control annual departmental budget of income and expenditure

Requirement

- Degree holder in Marketing, Communication or related disciplines, or graduate in any discipline but with extensive experience in fields specified below
- Considerable experience in marketing, communication, fundraising, and/or public relations, or equivalent, previous experience with NGO is an advantage
- Excellent planning skills with ability to carry out different tasks simultaneously and prioritise time and resources accordingly
- Creative, innovative and analytical skills to identify and respond quickly to new opportunities
- Strong initiative, mature, committed to work and have a strong sense of responsibility
- Strong interpersonal and team-building techniques
- Excellent proficiency in written and spoken English and Chinese (Cantonese and Putonghua)
- Proficient computer and internet knowledge, as well as database analysis
- Commitment to the mission of the organization
- 5 working days including Sat/Sun & public holidays

- Immediately available is preferred

How to Apply

Please refer to our web page (www.producegreen.org.hk) for more information about our organization. Interested parties please send application letter and full resume with current and expected salary to: Administration Officer, 18, Hok Tau Village, Fanling, N.T., or email to: recruitment201111@producegreen.org.hk. (Personal data collected will be used for recruitment purpose only)

17 July 2012