

POSITION DESCRIPTION



TITLE: DEVELOPMENT OFFICER

RESPONSIBLE TO: HEAD OF DEVELOPMENT

RESPONSIBLE FOR: ASSISTANCE IN THE IMPLEMENTATION OF FUNDRAISING VENTURES, EVENT AND DONOR MANAGEMENT, AND DEVELOPMENT OF PARTNERSHIP WITH COMMUNITY ORGANISATIONS AND FUNDRAISING INITIATIVES

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 DESCRIPTION

The purpose of the position is to support the Head of Development in fundraising project, donor and event management, developing partnership with community organisations and corporations as well as fundraising initiatives in addition to implementing existing fundraising ventures.

POSITION RESPONSIBILITIES

- **Fundraising Project and Event Management**
 - Assist in brainstorming and implementing fundraising strategies to meet organizational goals.
 - Assist in planning and executing fundraising events, ensuring that all logistics and accounting-related documents are handled efficiently.
 - Coordinate with vendors, volunteers, and participants to deliver successful events.
 - Identify and research new fundraising opportunities and revenue streams.
 - Assist in creating funding materials (Canva, PowerPoint, Excel).
- **Partnership Development**
 - Research relationships with corporate partners, foundations, and community organizations.
 - Collaborate with stakeholders to develop mutually beneficial partnerships.
- **Donor Management**
 - Manage donor relations, including communication, recognition, and engagement.
 - Maintain accurate records of donor interactions and contributions.
- **Others**
 - Organize internal materials and data documentation into our CRM system
 - Any operational needs required to support the Head of Development and the Deputy Director of Commercial and Development.
 - Any other relevant duties assigned by the Head of Development.

QUALIFICATIONS

- Bachelor's degree with a minimum of 4 years of experience in event management, fundraising, partnership development, or donor management. NGO experience preferred but not required.
- Proven track record of successful event planning and execution.
- Strong written and verbal communication skills in both English and Chinese.
- Detail-oriented with excellent organizational and project management abilities.
- Ability to work independently and as a strong collaborator.
- Passionate about business development and making a positive impact in the community.