



REGIONAL FUNDRAISING DIRECTOR – HONG KONG

The Global Fund for Children (GFC) transforms the lives of vulnerable children on the edges of society and helps them achieve their potential. We do this by investing in innovative grassroots organizations that serve the world's most vulnerable children—street children, trafficked children, refugees—in more than 50 countries worldwide. Our grassroots partners are working every day on global issues—from child trafficking, to child labor, to girls' education. GFC supports these organizations with financial resources, management training, capacity building and technical assistance to help them become sustainable and reach more children in need. Since 1997, GFC has reached nearly 10 million children worldwide.

In 2010, GFC launched the Hong Kong Leadership Council. This influential group of advisors and ambassadors is helping to support GFC's work in Hong Kong and throughout the region. We have recently received our Hong Kong incorporation and charitable tax status and now we seek to build on our success by hiring a passionate senior fundraising professional to develop our fundraising capacity and increase the visibility and name recognition of GFC in the region.

Position Description

Reporting to the Executive Vice President, the Regional Fundraising Director will lead fundraising, business development, and marketing efforts in Asia. The Regional Director will lead GFC Hong Kong's multi-year development plan to secure and grow the organization donor base to meet and increase the current annual target of \$400,000 for renewals and new funding. In addition to a strong commitment to the GFC mission, we seek an entrepreneurial individual with an exceptional level of personal responsibility, who is adept at conveying our message persuasively to capture financial resources. It is expected that this individual will work closely with GFC's program staff to collaboratively produce quality funding proposals and reports that are consistent with GFC priorities and successfully reflect donor interests. The role will involve working closely with the Hong Kong Leadership Council members, as well as key members of staff in our US office. This is a part-time or full-time position, based in Hong Kong.

Key Responsibilities

General:

- Thoroughly understand GFC's overall mission and model, programmatic goals, culture, values, key stakeholders and finances. Recognize and identify how sources of funding can be integrated to generate revenue and increase GFC's profile and visibility.
- Develop a comprehensive knowledge of GFC's unique grant making approach, the measured results it achieves, and be able to articulate it with potential donors and engage them to participate in our mission.
- Working with the program staff, learn GFC's grant-making strategy and key issue areas across Asia.
- Network with peer organizations, grantee partners, government and industry representatives to help raise GFC's profile and visibility. Represent GFC at local events.
- Stay abreast of philanthropic, economic, social and global trends related to vulnerable children.
- Be a role model for GFC culture of respect, inclusion and partnership.

Donor Stewardship:

- Lead GFC's efforts to deepen connections with existing donors through regular face-to-face interaction.
- Provide an exceptional experience for all donors in their interactions with GFC by speaking with donors and supporters at events, talking with donors by telephone, and providing meaningful and timely written communications.
- Partner with CEO, the Leadership Council and the global development team on stewardship efforts (i.e., annual report mailings, letters to major donors, arranging meetings and visits, and donor outreach activities).
- Work closely with the Leadership Council to coordinate regular updates and briefings.

Fundraising:

- Identify, grow and manage a diverse portfolio of donors. Develop and implement a comprehensive fundraising plan to support significant growth in fundraising in FY 2018 and over the next three to five years.
- Partner with the US team and the Leadership Council in major donor cultivation and solicitation, including prospect research, meeting preparation and support, follow-up correspondence and visits.
- Conduct research and analysis on current and potential donors, strategic partners, markets and industries. Prepare reports and presentations for internal and external use.
- Ensure that all annual fundraising goals are met; maintain up-to-date fundraising schedules, and develop and institutionalize internal systems when appropriate.
- Partner with the global development team in maintaining the donor database, assuring accuracy of records, and generating routine reports.
- Plan and organize events, donor appeals and special campaigns. Create informational packets and materials for distribution at events and other fundraising related activities.
- Support and coordinate the efforts of volunteers.

Personal Characteristics:

- A self-starter and a highly entrepreneurial person who enjoys building systems and capacity for a start-up office, initiating work, and completing tasks and meeting deadlines with minimum supervision.
- A superior communicator that shares information readily, listens as well as gives advice, and respects the abilities of others.
- A high-energy and creative person with an infectious can-do attitude.
- A facilitator, collaborator and coordinator with outstanding visionary leadership abilities and interpersonal skills.
- An individual with credibility, good judgment, honesty, integrity, trust and the ability to motivate others in a similar vein.
- Exceptional written, oral and interpersonal skills.

Professional Qualifications:

- Bachelor's Degree from an accredited university (or HK equivalent).
- English proficiency required; bilingual candidates strongly preferred.
- 5-7 years business development and/or fundraising experience with proven and measureable success.
- Experience working for a global organization and a culturally diverse workforce is preferred.

- Knowledge of grant processes and funding sources for vulnerable children and youth around the world.
- Sound understanding of non-profit fundraising principles.
- Demonstrated ability to work effectively with donors and staff.
- Ability to work in a fast-paced environment and produce high-quality work in a timely manner.
- Ability to travel regionally (limited).

The Global Fund for Children is an equal opportunity employer.

The Global Fund for Children offers a competitive salary. Please visit our website at www.globalfundforchildren.org to learn more. To apply, please submit your cover letter, resume and salary requirements to careers@globalfundforchildren.org with "Regional Fundraising Director – Hong Kong" in your subject line. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible.