



# 香港藝術節 Hong Kong Arts Festival

**The Hong Kong Arts Festival** is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

Suitable candidates are invited to apply for the following:

## **DEVELOPMENT MANAGER**

**Responsibilities:** As a key member of the Development Team, the **Development Manager** will support the Development Director on all sponsorship matters, including liaison with sponsors, presentation and proposal development, management of fundraising projects as well as other activities aimed at driving fundraising income essential for the Festival's continuous growth and development.

### **Qualifications:**

- University graduate with 8 years of relevant experience in fundraising for non-profit organizations or in the sales or marketing functions of commercial firms;
- Excellent command of written and spoken Chinese and English;
- Detail-oriented, with good presentation and computer skills;
- Excellent interpersonal skills;
- A good team player;
- Achievement-oriented and highly motivated;
- Good supervisory and organisational skills;
- Knowledge of the performing arts is an advantage but not essential.

This is a contract post renewable on a yearly basis.

Please apply before **31 October 2018** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's mission.

Applications should be sent by mail to HR & Administration Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through [hr.recruit@hkaf.org](mailto:hr.recruit@hkaf.org).

(All personal data collected will be used for recruitment purposes only.)

HKAF is committed to equal opportunity employment.