



## Development Manager (Part-Time)

### About RUN:

RUN is a Hong Kong non-profit organisation whose mission is to rehabilitate vulnerable refugees through running and other sports, then empower them to complete educational opportunities. We provide trauma intervention in a warm, friendly, and safe environment. RUN's programmes centre on three goals: **R**ebuild the mental and physical strength of refugees, **U**nite them as a community and **N**urture them into a more hopeful future through life skills and education.

### The Position:

RUN is seeking an experienced and motivated **Development Manager** to lead on fundraising and donor relations. Founded in 2015, RUN is embarking on a new phase of strengthening and growing our programmes. The ideal candidate is a highly organised self starter with strong initiative who can help us to secure short, medium, and long-term financial support.

This role is perfect for someone looking to take on a new challenge, to be part of a close-knit and dedicated team, and who is looking to leave a lasting impact on a new organisation working to support Hong Kong's most vulnerable refugees and asylum seekers.

### Roles and Responsibilities:

- Develop and implement the organisation's fundraising strategy, in collaboration with the RUN management and Board of Directors
- Recommend opportunities for new short and long term funding streams
- Lead on organisation and maintenance of a database of current and potential partners and donors, mapping the "donor journey" for different types of donors
- Cultivate and strengthen relationships with current donors through regular and accurate reporting in collaboration with RUN management
- Assist with grant writing and applications, and developing pitch decks
- Promote and manage RUN's online giving platforms including crowdfunding
- Attend meetings and events on behalf of RUN to actively network with potential funders

### Desired Skills & Qualifications:

- Exceptional writing and communication skills
- Team-player and able to work with diverse groups of people.

- Exercises discretion and able to maintain confidentiality.
- Honest, strong work ethic and committed to financial integrity.
- Fluent in written and spoken English (required) and Cantonese (preferred)
- A reputable and demonstrated track record in fundraising or business development
- Digital fluency in Microsoft Office, Google-based platforms, social media and crowdfunding
- Must have right to work in Hong Kong

**Location:** Mainly RUN's office in Wong Chuk Hang with potential flexibility to work from home

**Salary:** Dependent on experience.

**Duration:** Permanent contract, part-time role

**Start Date:** April 2019

**How to Apply:** Please send your CV and cover letter addressed to Ms. Pristine Lampard to [pristine@runhk.org](mailto:pristine@runhk.org) with the subject line "Development Manager"

**RUN values equality and diversity and welcomes applications from all sections of the community.**