

InspiringHK Sports Foundation Limited

Fundraising & Partnership Manager
籌款及夥伴合作經理

InspiringHK Sports Foundation is seeking a talented individual to join us as our Fundraising & Partnership Manager. The role is based in Hong Kong and reports directly to the Deputy Chief Executive.

Job Responsibilities and Duties

- Work closely with the fundraising committee and team members to develop strategies across all donor segments, ensuring sustainable growth and development.
- Identify, pitch to, and initiate new corporate partnerships to financially support collaborative sports programmes.
- Explore new partnership opportunities to broaden the Foundation's network and funding base.
- Prepare fundraising proposals and reports for government and private foundation funding applications.
- Manage and strengthen relationships with donors, foundations, and corporations, ensuring timely updates through CRM systems.
- Support the development of a digital donation journey for donors and stakeholders.
- Organise major fundraising events such as corporate sports days, celebrity sports fundraising events, and festive donation campaigns.
- Collaborate with the communications team to share programme outcomes with partners, donors, and the public.
- Work with the Chief Executive and finance team to monitor the charity's overall financial status.
- Assist programme staff in preparing partnership reports to communicate funding impact.
- Develop and execute fundraising initiatives and programmes that support organisational growth.
- Perform ad hoc assignments as requested by the Chief Executive.
- Perform other duties as assigned.

Qualifications

- Degree holder, preferably in business, languages, or communications, with at least 7 years' experience in relationship management, grant-making, or charity fundraising. Candidates with less experience would be considered for the Assistant Fundraising & Partnership Manager role.
- Experience in pitching to corporates and organising large-scale fundraising or corporate events preferred.
- Strong financial acumen; evidence-based and data-driven approach.
- Excellent command of written and spoken English, Mandarin, and Cantonese.
- Demonstrated leadership skills and passion for fundraising.
- Organized, detail-oriented, and effective in communication and negotiation.
- Strong team player, able to work with diverse personalities and functions.
- Ability to manage multiple assignments concurrently, balancing priorities and deadlines.
- Genuine interest in sports and charity development in Hong Kong.
- Knowledge of and passion for InspiringHK Sports Foundation and the charitable sector preferred.



Better Youths, Through Sports
A tax-exempt charity under the Inland Revenue Ordinance

How to apply: **Please send a full resume with a cover email, current and expected salary to hr@inspiringhk.org. Please specify the job title you are applying for in the email subject.**

On top of the statutory holidays, maternity leave and paternity leave, IHKSports offers 15 days of annual leave, birthday leave and health insurance with dental benefits. Other staff benefits include a one-hour early leave every month to do individual sports, a wellness day every month to do team sports together and flexible working hours at the office, compensation leave for overtime working, compassionate leave, and marriage leave (upon completion of 1-year service). The office is closed on the last day of each calendar year and the day before Chinese New Year.

Applicants who do not hear from us within two months may consider their applications unsuccessful. Only shortlisted candidates will be notified to attend interviews and a written test. All personal data collected will be kept confidential and will be used for recruitment purposes only. Successful applicants will be required to undergo Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Middle

Yr(s) of Exp: 7 years or above

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred on-boarding month: Jun 2026