



Better Youths, Through Sports

A tax-exempt charity under the Inland Revenue Ordinance

InspiringHK Sports Foundation Limited

Head of Development & Partnerships

發展及合作主管

IHKSports is seeking a hands-on and driven Head of Development and Partnerships to lead our fundraising, partnerships, marketing, and communications efforts.

Based in Hong Kong and reporting directly to the CEO, this role is ideal for a results-driven, execution-focused leader looking to step into a broader leadership position and build a growing development function. The role will focus on delivering fundraising outcomes while strengthening brand visibility and stakeholder engagement, working closely with the Fundraising Committee.

Key Responsibilities and Duties

Fundraising & Partnerships (Core Focus)

- Drive unrestricted fundraising efforts, including corporates, foundations, and individual donors
- Execute fundraising campaigns, sponsorship proposals, and partnership activations
- Build and manage relationships with existing and prospective partners
- Work closely with the CEO and Fundraising Committee on donor strategy and engagement
- Support fundraising events and stakeholder initiatives

Marketing & Communications

- Oversee day-to-day marketing and communications activities (social media, PR, content)
- Ensure consistent and compelling storytelling of IHKSports' impact
- Support promotion of events, partnerships, and athlete initiatives
- Manage external agencies and vendors where required

Strategy & Growth

- Contribute to a practical and achievable development strategy
- Collaborate with the Fundraising Committee to refine pipeline and priorities
- Identify opportunities to grow diversified revenue streams
- Support brand building and visibility in the sports and NGO sector

Team & Stakeholder Management

- Lead and develop a lean team of 4–5 staff and/or external vendors
- Foster a hands-on, high-performance culture
- Collaborate cross-functionally with internal stakeholders
- Work closely with the Fundraising Committee and Board members, providing updates and insights
- Engage with partners and supporters as needed



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Qualifications & Requirements

- A Degree holder, preferably in business management, marketing, communications or related disciplines, with 8-12 years of relevant experience in fundraising, partnerships, marketing, or communications
- Experience in NGOs, sports, lifestyle, or purpose-driven sectors preferred
- Proven track record in delivering partnerships or fundraising results
- Strong results-driven mindset with the ability to drive partnerships and fundraising outcomes
- Commercially aware, with experience in corporate partnerships or revenue-generating functions
- Hybrid experience across NGO and/or commercial sectors is highly preferred
- Strong relationship-building and stakeholder management skills
- Experience working with boards, committees, or senior stakeholders is an advantage
- Strong communication and presentation skills
- Self-starter who thrives in a lean, entrepreneurial environment

Ideal Candidate

- Currently at Senior Manager / Associate Director level
- Looking for a step-up leadership opportunity
- Comfortable engaging with senior stakeholders and committees
- Passionate about sports, youth, and community impact

Why Join Us

- Be part of a mission-driven organisation creating real community impact
- Opportunity to shape and build a growing function
- Work closely with senior leadership and board members
- Collaborative, dynamic and purpose-led environment

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 16 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, wellness day 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 a Sexual Conviction Record Check (SCRC) if job duties involve frequent contact with children.

Career Level: Senior Manager / Associate Director level

Yr(s) of Exp: 8 years or above

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Quarry Bay

Preferred onboarding month: Aug 2026