

**InspiringHK Sports Foundation Limited**

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**Assistant Fundraising & Partnership Manager / Senior Fundraising & Partnership Officer**  
助理籌款及夥伴合作經理  
/高級籌款及夥伴合作主任

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InspiringHK Sports Foundation is seeking a talented individual as our **Assistant Fundraising & Partnership Manager / Senior Fundraising & Partnership Officer**. Our Assistant Manager / Senior Officer will be based in Hong Kong reporting to the Fundraising Manager/Deputy Chief Executive.

**Job Responsibilities and Duties**

- Work closely with the fundraising committee and the other members of the fundraising team to develop the fundraising strategy towards all donor segments to ensure sustainable growth and development;
- Identify and initiate new partnerships that could financially support the execution of new collaborative sports programmes;
- To write fundraising proposals and reports for funding applications for government and private foundation's funding;
- Manage and develop relationships with over 70 existing foundations and corporation and timely update stakeholder relationship through CRM
- Assist in development of the digital donation journey for donor and stakeholder;
- Assist in organise major fundraising events such as corporate sports day, sports-related celebrity fundraising events and festive donation campaigns;
- Work closely with the communications team to communicate programme output and outcomes to partners, potential donors and the general public;
- Work closely with the CE and the finance team to monitor the overall financial status of the charity;
- To support programme staff in writing partnership reports to communicate funding impact to partners;
- Develop and executing fundraising initiatives and programmes related to development of organization
- Perform any other duties as assigned.

**Qualifications**

- A Degree holder, preferably majoring in business/language/communications, with at least 4-6 years' experience in relationship management/grant-making/charity fundraising;
- Experience in organising large-scale fundraising events/corporate events preferred;
- Strong finance acumen, evidence-based, data-driven;
- Excellent command of written and spoken English, Mandarin, and Cantonese required;
- Demonstrate a strong passion and relevant skills/experience in taking leadership roles;
- Organized, detail-oriented, and sophisticated in communications and negotiations;
- A strong team player capable of working with different personalities from different functional backgrounds;
- Strong ability to complete multiple assignments concurrently whilst balancing competing priorities and meeting deadlines;
- Genuine interest in sports and charity development in Hong Kong;



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

- Knowledge of and passion for InspiringHK Sports Foundation and charitable sector preferred.

How to apply: **Please send a full resume with a cover email, current and expected salary to [hr@inspiringhk.org](mailto: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 14-15 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:** 4-6 years or above

**Industry:** Charity/ Social Services/ Non-Profit Organisation

**Location:** Quarry Bay

**Salary:** Salary Negotiable

**Preferred on-boarding month:** May/June 2026