

InspiringHK Sports Foundation Limited

Fundraising & Partnership Officer
籌款及夥伴合作主任

IHKSports is seeking a talented individual as our **Fundraising & Partnership Officer**. Our officer will be based in Hong Kong, working under the direction of the Fundraising & Partnership Manager.

Job Responsibilities and Duties

- Collaborate with the fundraising team to maintain ongoing communication and gather feedback from over 70 existing foundations and corporate grant-makers/donors;
- Assist in the setup and timely maintenance of the donor and stakeholder CRM system;
- Plan and execute corporate volunteering engagement activities, working closely with programme team staff and corporate partner representatives;
- Help organise fundraising events such as movie premieres and walkathons;
- Participate in brainstorming sessions to develop new collaborative sports programmes that align with our four missions and create a meaningful impact;
- Support the writing of fundraising proposals in English and Chinese for funding applications;
- Support programme staff in writing partnership reports to communicate funding impact to partners;
- Work closely with the communications team to communicate programme output and outcomes to partners, potential donors and the general public;
- Perform any other duties as assigned.

Qualifications

- A Degree holder in any discipline with at least 2 years' experience in any industry with a track record of stakeholder management and intensive copywriting work. Fresh graduates with excellent Chinese and English writing skills will also be considered for the executive role;
- Excellent command of written and spoken English and Cantonese, fluent in Mandarin is a plus;
- Strong sports/charity sense, creative and independent;
- A leader to host and manage events with confidence and a sense of team;
- Excellent interpersonal skills, outgoing, energetic and enthusiastic;
- 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;
- Willing to travel to various districts in Hong Kong in weekday evenings and weekends, with transport subsidy and compensation leave;
- Knowledge of and passion for sports and the charitable sector preferred.

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 14 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 the 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: Junior

Yr(s) of Exp: 2-5 years

Industry: Charity/ Social Services/ Non-Profit Organisation

Location: Quarry Bay

Salary: Salary Negotiable

Preferred onboarding month: Jan 2026