



Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

## **Head of Corporate Development and Communications Ref: HCDC/07/24**

### **Roles & Responsibilities:**

- Report to General Secretary of the Association.
- Oversee Corporate Communications, Corporate Development, Social Enterprise Development, and Special Project teams
- Be the change agent to lead and influence the different teams, to synergise and collaborate effectively to achieve the goals and targets of this newly restructured department
- Assist the General Secretary to formulate the enterprise resource development, service development and corporate communications strategy & direction, and support him in operationalising strategic and programme planning
- Analyze the need for corporate service development, and perform data analysis to improve the organization effectiveness
- Source funding and develop new services & projects to sustain the self-financing target of the department. Secure new fundraising source and oversee the fundraising activities and Social Enterprise operations to ensure effective delivery of the annual targets / KPI
- Develop membership, volunteer and corporate network, and also manage the corporate communications and media management
- Formulate strategies, monitor the departmental operations and progress in human resources management, financial management, project management and risk management to fulfill the corporate interests
- Develop corporate communications, collaborate with academia, branding promotion, contingency planning and strategy to enhance the Association’s positioning, publicity and reputation in the NGO sector
- Source collaboration & corporate local and international partnership opportunity for sponsorship so as to achieve the Association’s goal and funding need.
- Formulate risk management and contingency planning strategies, and be able to deploy resources to minimize and monitor impact of unfortunate incidents

### **Requirements:**

- Master’s Degree or above in Social Work, Business Administration, Journalism, Management, Marketing or relevant disciplines from recognized university.
- Not less than 10 years of post-graduate working experience in social welfare sector with proven track record in research, project management, funding application, new projects setup and at least 8 years’ experience in management and staff supervision

Experienced in collaborating with different parties including government bureau and departments, funding bodies, NGOs, strategic partners and corporate, etc.

- Strong in leadership, critical and analytical thinking and networking ability
- Good knowledge in welfare policies and services
- Good knowledge in knowledge management and corporation communications is an advantage
- Good knowledge in media relations, publications, digital media and branding development, including management of people, finance and resources
- Good command of spoken and written Chinese and English.

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity / paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to [hrrecruit@ymca.org.hk](mailto:hrrecruit@ymca.org.hk) on or before **30<sup>th</sup> July 2024**.

(All information provided will only be used for recruitment related purpose.)