

## Branches of Hope

### – Events Specialist –

#### **General Nature of the Role:**

This is a newly created position at BOH that reports to the Executive Director and works alongside the Partnerships Team as well as the Program Teams of STOP and ROAD. The role is meant to spearhead and execute the various events hosted by BOH, where fundraising is the primary focus. A secondary focus is the overall brand of the organization and the public awareness for the issues addressed by BOH.

#### **Contract Arrangements**

The working days and hours will be determined by the nature of the engagement (staff contract vs. consultant contract), which is subject to negotiation with respective candidates. An Events Specialist on staff contract will be expected to work from Monday to Friday and occasionally on weekends (for which they will be compensated with time off in lieu). The contract period is 12 months based on the calendar year with renewal subject to KPIs having been met.

#### **Performance Bonus**

The salary will be based on the BOH salary scale, regardless of the nature of the contract. A bonus will be paid subject to the fulfillment of KPIs.

#### **Role and Responsibilities:**

##### **Events & Fundraising**

- Take charge of the planning, organizing, and managing of all fundraising and stakeholder engagement events, in online, offline, and hybrid formats.
- Ensure the successful implementation of signature events, such as the Ma Wan Easter Egg Hunt, BOH Sunday, Football Tournament, and others.
- Proactively advise on event types and formats to meet fundraising objectives, identify solicitation opportunities, and take the initiative on new fundraising events.
- Ensure planning documents are developed and kept up to date, determine appropriate event metrics in addition to fundraising targets.
- Manage budgets and contracts of all events and ensure fundraising/income targets are met.
- Collaborate and coordinate with Partnerships and Program Teams to ensure the seamless integration of events into the wider organizational operations and external relations.
- Prepare reports and debrief materials following events that incorporate event participants' feedback (e.g., through surveys).

### General Duties

- Contribute to the communications material prepared by the organization, such as newsletters and social media posts.
- Assist in organizing / implementing Program Team events such as Christmas Celebration, Chinese New Year, and World Refugee Day, etc.
- Support ad-hoc assignments as required.

### Requirements

- Bachelor's degree and 5 years related experience or equivalent combination.
- Experience in creating and maintaining relationships with donors, volunteers, and staff.
- Experience coordinating projects and events, generating reports, and analyzing and interpreting data.
- Strong interpersonal skills, and teamwork experience – including remote teams.
- Fluency in Cantonese and Mandarin is highly preferred.
- Be able to work in a collaborative, multicultural environment. Experience working in a Christian organization or Church setting is an asset.

How to apply: Please send your resume and cover letter to [career@branchesofhope.org.hk](mailto:career@branchesofhope.org.hk). Interviews will be conducted on a rolling basis.