

Branches of Hope

Partnerships Team

Partnerships Manager – Grants & Corporate Engagement

Branches of Hope exists to restore dignity, justice, and hope to vulnerable and marginalized communities in Hong Kong. We do this by serving refugees, asylum seekers, and people who have experienced human trafficking or labour exploitation. Our mission is to care, empower, and raise awareness for people in these vulnerable and marginalised communities.

This role is a full-time position within a team of four people reporting to the Head of Partnerships/Executive Director. The role is based on a Monday to Friday work week with occasionally weekend activities (compensated with time off in lieu).

Key Responsibilities:

Strategy & Content

- Promote and strengthen the mission of Branches of Hope across all partnerships and external engagements.
- Represent Branches of Hope in professional and community settings, communicating our mission with clarity, credibility, and maturity.
- Develop and maintain a core base of sustainable income streams from grants and corporate partnerships, prioritising meaningful engagement and long-term partnerships.
- Plan, hold, and document face-to-face meetings with current and potential partners to deepen and expand fundraising opportunities.
- Increase and maintain corporate and foundation income, securing at least one new corporate and foundation partnership annually, with a focus on multi-year or repeat funding.
- Proactively identify grant opportunities and in collaboration with program teams, write, coordinate, and submit high-quality funding proposals and reports.
- Analyse donor data, monitor giving trends, and contribute insights that strengthen partnership retention and growth.
- Collaborate with program teams to develop and deliver skills-based corporate volunteering opportunities that meaningfully support program impact.
- Establish and maintain an annual engagement calendar for corporate and foundation partners, including meetings, reporting, and stewardship touchpoints.
- Contribute and shape the Partnerships strategy across grants and corporate engagement.
- Support the Partnership team in planning and executing key donor events including dinners, experiences, and other fundraising events.

- Maintain accurate and up-to-date records within donor and partnership management systems.
- Identify and recruit interns and volunteers to work with Branches of Hope where appropriate.

Requirements:

- Bachelor's degree or above preferably in sales, marketing, or business development.
- 5 years or more of relationship management, fundraising, business development or other relevant professional experience.
- Personal confession of Christian faith and a commitment to living it out through humility, compassion, hope, and generosity.
- A passion to mobilise people to care for the needs of asylum seekers, refugees, and those who have experienced human trafficking and exploitation.
- Ability to connect with people and stakeholders across different cultures, backgrounds, and contexts.
- Proven ability to take initiative, build pipelines, and achieve measurable goals.
- Excellent spoken, written, and public communication skills in English and Cantonese (Mandarin an advantage but not required).

How to apply:

Please send your resume and cover letter to career@branchesofhope.org.hk.

Interviews will be conducted on a rolling basis.