

Fundraising and Partnerships Assistant

Mind HK is a fast-paced, quick-growing mental health charity with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our inception in 2017, we have trained over 35,000 individuals in mental health awareness, gained over 3,000,000+ new website users since summer 2018, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

We are looking for an Assistant to join our Fundraising and Partnerships team. The role will be responsible for supporting the team in relevant activities, including conducting outreach to existing and new partners for upcoming campaigns and partnership management. You will report to Senior Manager - Fundraising and Partnership and work closely with other team members.

Core Responsibilities:

- Support fundraising and partnership campaigns by assisting with outreach, coordination and follow-up with corporate partners, schools, community groups, individual supporters and vendors.
- Assist in partner engagement activities, including preparing materials, updating contact lists, tracking responses, and supporting stewardship actions.
- Support communications, such as drafting, reviewing, translating content for emails, presentations, social media, and campaign materials.
- Assist with research and preparation for partnership opportunities, including background research on potential partners, sponsors, and fundraising prospects.
- Maintain accurate records and documentation related to fundraising and partnerships to ensure effective tracking and smooth execution.
- Provide administrative and logistical support to ensure campaigns and partnership activities are delivered effectively and on schedule.
- Any other ad hoc duties assigned by the organization.

Key Qualities and Skills:

- Bachelor's degree in Marketing, Communications, Public Health, Journalism, or a related discipline preferred.
- Minimum 2 years of relevant work experience preferred; strong fresh graduates with demonstrated capability are also welcome to apply.
- Experience in event planning and coordination, content creation, visual design, website management or development, and/or sales is an advantage.
- Strong analytical thinking and problem-solving skills, with attention to detail.
- Excellent written and verbal communication skills, with strong interpersonal abilities. Fluency in spoken and written English and Cantonese are preferred.
- Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- A genuine passion for advancing mental health and wellbeing in Hong Kong.

Terms:

Full Time (5 days per week); contract until 31 December 2026, with renewal subject to review at contract end.

Salary and Benefits:

The starting salary for this position is between HK \$17,007 to HK \$20,204 per month for full-time staff, depending on experience and competencies, based on our internal point system. Annual salary increments follow our structured salary framework.

At Mind HK, we offer:

- A 7-hour workday with flexible hours within designated time slots. Full-time staff work 5 days per week, while part-time staff follow their agreed-upon schedule.
- A hybrid working model, providing flexibility to work from different locations within Hong Kong and, for limited periods, outside Hong Kong.
- 22 days of annual leave (prorated for part-time staff), quarterly Mental Health Days, and medical insurance.
- A commitment to staff development, offering up to 2 days of study leave, access to ongoing training, workshops, and cross-organisational learning opportunities.
- Additional support through regular check-ins with counsellors and ongoing staff well-being activities.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Both Cantonese and Mandarin) and English.

Our Commitment to Inclusion:

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Should you require any support or accommodations during the interview process, please do not hesitate to specify your needs in your application or reach out to us directly. We are committed to ensuring a fair and accessible recruitment process for all candidates.

All applications will be handled with strict confidentiality and used exclusively for recruitment purposes.