

Alumni Affairs and Development Manager (Ref: 2300609)

Alumni Affairs and Development Office

The appointee will be assigned to (a) draw up/ recommend strategies, policies and guidelines in relation to alumni affairs to support the University's objectives; (b) formulate and oversee the delivery of the alumni affairs work plan and provide support/ advice on alumni affairs related matters; (c) design and oversee regular alumni giving programmes and alumni fundraising proposals; (d) build relationships with the University's Alumni Associations and Departments/ Offices, and provide support to assist the establishment of new Alumni Associations; (e) draw up/ recommend branding and communication strategies, publicity plans, policies and guidelines to engage with various groups of AADO's stakeholders; (f) plan, deliver and conduct quality control on various forms of alumni communication (both online and printed media); (g) manage, verify, maintain and conduct quality assurance of the Alumni database including data analysis, import/ export, cleansing, opt-in/ out, etc.; (h) design and implement large-scale events, campaigns and activities of the Office; (i) assist the Director of Alumni Affairs and Development and work with other team members to deliver strategies and objectives of the Office; and (j) perform any other duties as assigned by the Director of Alumni Affairs and Development or his/ her delegates. He/she may be required to work outside normal office hours/at weekends.

Applicants should (a) have a recognised degree or above; (b) preferably have twelve years' post-qualification work experience, with at least five years at supervisory/management level; (c) have proven track record in formulating and delivering strategies and policies; (d) have extensive experience in internal and external stakeholder management; (e) be innovative, eager to excel, willing to go an extra mile to achieve objectives and be a team-worker; (f) have good communication, presentation and negotiation skills; (g) be pleasant, presentable and proactive, and must be able to formulate/ implement plans independently and work under pressure; and (h) have an excellent command of written and spoken languages in both English and Chinese. Applicants meeting the above requirements and with experience in fundraising and campaign management may have an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **2 June 2023**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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