Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of learning and teaching through a diverse offering of academic and research programmes up to doctoral level in teacher education and complementary disciplines, such as the social sciences and humanities. The University aspires to further enhance its role as a leading university in the Asia Pacific region and beyond, with a focus on educational research, development and innovation, and recognized for its excellence in nurturing outstanding and caring professionals as well as the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 16 academic departments, as well as various University-level and Faculty-level research and professional development centres. For more information about the University, please visit http://www.eduhk.hk.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

**Director of Alumni Affairs and Development (Ref: DAAD/AADO/0120)**

Alumni Affairs and Development Office

The Alumni Affairs and Development Office is dedicated to the sustainable engagement of the University’s alumni members, donors and supporters to drive excellence in the development of the University. Reporting directly to the President, the Director of Alumni Affairs and Development will provide strategic leadership to the Alumni Affairs and Development Office and contribute to the overall success of the Office. The appointee will be responsible for setting goals and developing strategies for the University’s fundraising programmes and activities in alignment with the University’s strategic development priorities; establishing relationships with individuals, corporate representatives, community leaders and government officials to increase awareness of the University’s missions, causes, activities and needs; identifying and sourcing potential donors; securing commitments of participation or donations from donors; developing proposals and projects for donors/philanthropists/funding bodies; and managing the whole fundraising or application process. He/She will also develop strategies and implement plans and activities to garner support for the University, as well as be responsible for the planning and execution of alumni activities to foster a sustained sense of belonging, enhance engagement and establish long term connections with alumni for the development of the University.

Applicants should have a recognized degree with relevant experience in Marketing or Public Relations; substantial senior management experience in sizable/public organizations; strong leadership; excellent interpersonal and communication skills; the ability to motivate, manage and work under pressure; and high proficiency in both written and spoken English and Chinese (including Putonghua). Experience in tertiary education will be 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, and where applicable, housing benefits.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to recruithd@eduhk.hk or by post to the above address on or before 6 February 2020. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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.

EdUHK is an Equal Opportunities Employer.