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| **Fundraising Manager** |
| **TEAM/PROGRAMME: Fundraising** |
| **ROLE PURPOSE:**   * Fundraising manager plays a key role in increasing the contribution of private and public entities to CandleX by building relationships and exploring new fundraising opportunities from diverse sources * Fundraising manager also works to increase the awareness of CandleX’s work, aims, and goals |
| **SCOPE OF ROLE:**  **Reports to**: Director of CandleX  **Staff directly interact to this post:** CandleX internal team, external partners, organisations, schools and media |
| **KEY ROLES AND RESPONSIBILITIES:**  Stakeholder communication   * Researching prospective donors * Identifying and contacting potential donors * Keeping in touch with existing donors and stakeholders   Direct fundraising   * Preparing and giving presentations * Writing proposals that could attract funds * Overseeing events and campaigns * Organising and helping with fundraising activities |
| **SKILLS AND BEHAVIOURS**  **Excellent communication skills:**   * Able to build and maintain relationships in professional and personal settings * Approachable, good listener, easy to talk to * Able to motivate and influence others * **Organisation and Administration** * Able to manage the administrative tasks – from fundraising event organisation to finance budgeting * Capability to develop strategies and set goals to hit fundraising targets * Excels in organisational and project management skills   **Enthusiasm:**   * A proactive attitude, drive, and enthusiasm to carry out projects to conclusion   **Resilience**   * Willingness and ability to take up several tasks and projects at the same time * Flexibility when faced with setbacks   **Integrity and sensitivity**   * Honest, encourages openness and transparency * Sensitive to the needs of the internal team and external donors |
| **KEY REQUIREMENTS**  **Essential**   * Willing and be able to work on the weekends and sometimes late evenings ( minimum of 10 hours a week) * Ability to follow directions, detail oriented, and can solve problems independently * A flexible approach to work with good time management skills and the ability to prioritise work and meet deadlines * Strong communication, analytical and negotiation skills Able to carry out all appointed work in a non-political, non-religious and non-discriminatory manner * Experience in fundraising or administrative work is appreciated * A sincere care and passion for mental health is required * Fluent in English both spoken and written   **Desired**   * Ability to operate within a predominantly administratively self-servicing environment. Knowledge of the fundraising process. * Fluent in spoken Chinese is highly desired (Chinese native speakers with high English proficiency are highly desired) * An understanding of and commitment to, the aims of CandleX as an organisation working for social change and active in the promotion of the mental well-being for all. * A commitment to support for cross-organisational initiatives and to team working and understanding of how to contribute to this. |
| **Application Materials**  Send your CV, cover letter (less than 1 page) to: [xiaojie.qin@candlex.cn](mailto:xiaojie.qin@candlex.cn)  Candidates with flexible schedule or previous NGO working experience will be prioritized  Please be noted that, depending on your skill sets and experiences, this position will be either volunteering position or paid position. |
| **INFO OF CANDLEX**  Website: <http://candlex.cn>  Wechat: candlex2015 |
| **Date of issue: Rolling recruitment Author : CandleX** |