



Position Title: Fundraising Manager (Ref: 202511/FRM)

Health In Action (HIA) – Empowering Communities for Health Equity

About Health In Action:

Health In Action is a respected Hong Kong NGO committed to health equity, serving marginalized families, ethnic minorities, children, and refugees. Join us to create impactful change through community and public engagement, fundraising innovation, and resource growth for pioneering health initiatives.

What We're Looking For

Key Accountabilities:

- **Strategic Design:** Shape and deliver an annual fundraising strategy targeting diverse revenue, including events, digital giving, and corporate/major donor streams.
- **Event Leadership:** Take charge of 1–2 key fundraising events per year (such as charity movie nights or health runs), collaborating with external agencies for concept, planning, and flawless execution.
- **Digital Fundraising & Marketing:** Build and manage online giving campaigns and digital donor journeys, leveraging CRM/data tools and social platforms to grow monthly giving and campaign engagement.
- **Sponsor/Donor Cultivation:** Identify, approach, and steward a portfolio of corporate partners, sponsors, and high-value individual donors; manage outreach, proposals, and relationship-building.
- **Project Coordination:** Work closely with the Board and vendors (as appropriate), ensuring projects remain on track and aligned with targets and best practices.
- **Performance Monitoring:** Track campaign outcomes and budgets, review progress against realistic, phased targets, and regularly recommend adjustments to strengthen results.
- **Content & Comms:** Produce, in partnership with other HIA staff team or vendors (as appropriate), high-quality event collateral, donor communications, and marketing material in both English and Chinese.

Professional Requirements:

- At least three years' hands-on experience in fundraising, sponsorship, donor relations, or event management, ideally with charities, NGOs, or major event organizers.
- Demonstrated success in digital fundraising, managing online donor communities, or launching multi-channel campaigns.
- Experience working with agency and vendor partners; skilled at managing multiple deadlines and priorities.
- Fluent in spoken and written English and Cantonese; Mandarin a plus.
- Strong interpersonal and negotiation skills to secure sponsorships and foster lasting donor relationships.

- Analytical, data-driven, and outcome-oriented, able to adapt strategy and tactics for continual improvement.
- Proficient with donor CRM systems, online payment tools, and social media platforms.
- Knowledge of Hong Kong regulatory standards and charity fundraising best practices.

Personal Attributes:

- Passionate about health equity and social justice.
- Creative, proactive, and able to work independently as well as part of a cross-functional team.
- Able to work occasional evenings/weekends to support events.
- High ethical standards, professionalism, and commitment to HIA's mission.

Job Highlights:

- Full-time position: 5-day work (45 work hours including lunch)
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)
- We offer a competitive remuneration package including:
 - 15-day annual leave (increasing 1 day per year)
 - Study leave
 - Birthday leave
 - Maternity /Paternity leave
 - Marriage leave
 - Compassionate leave
 - Family care leave
 - Training allowance
 - Medical & dental subsidy scheme

Join Us!

Submit your CV and cover letter summarizing your achievements in fundraising, including digital or event success stories, and share how you'd drive resource growth at HIA. Email to hr@hia.org.hk by 18 November 2025.

Personal Information Collection Statement

Data collected will only be used for application processing. Applicants not contacted by Health In Action Limited within four weeks of the application may assume that their applications are unsuccessful. All personal data collected will be kept for 12 months from the application closing date and will be destroyed thereafter.