



Grant Writer & Fundraiser

The Vine Community Services Limited (hereafter 'VCSL') is a Hong Kong-based nonprofit organization, established to work as a beacon of hope to the most overlooked, ignored and vulnerable in our society. VCSL currently works with two separate populations, victims of human trafficking and refugees and asylum seekers. A third initiative offers educational opportunities to marginalized individuals and communities.

We are currently looking for a full-time Grant Writer & Fundraiser to support our fund-raising team. This position will report directly to the Development & Relationship Manager.

Job Description

The role and responsibilities are as follows:

- Work closely with Line Manager to formulate and follow through strategy for fundraising
- Support, coordinate and deliver on fundraising events and campaigns
- Work alongside the teams to make projects fundable
- Prepare the full spectrum of grant proposals including letters of inquiry, budgets, project summary with objectives, measurement process, formulate time-lines and presentations to the relevant and applicable
- Conduct research to identify potential funding from donors, both corporates and individuals
- Strategically promote, develop and maintain relationship with potential and existing donors
- Oversee projects to fund the correct projects and to move projects forward in a timely manner, and follow up with reporting and support to existing donors

Job Requirement

- Undergraduate degree is required.
- Minimum 2 years of experience in NGOs or private banking will be an advantage.
- Excellent English both written and spoken. Cantonese and Mandarin will be a bonus.
- Demonstrated experience in grant and proposal writing, or presentation /investor decks.
- Ability to make connections across diverse issue and program areas.
- Ability to facilitate work with program staff to synthesize information for proposals and reports.
- Commitment to meeting deadlines.
- Relationship management skills and/or experience in fundraising in NGO or commercial context.
- Proficiency in Excel, Word, Outlook, Access and other Microsoft software is essential.

How to apply

Please send your cover letter and resume to hr@vcsl.org. Closing date is January 15, 2018, 5pm.