

Executive Assistant (Ref: 2401389)
Alumni Affairs and Development Office

The appointee will be responsible for providing support to the Fundraising Team under the Alumni Affairs and Development Office (AADO). His/her main duties will include:

- a) To assist in donor relation management (including the relationships with potential donors) and formulation of proposals and reports;
- b) To maintain/ update donation records (e.g. particulars and donations of donors, particulars of potential donors, preferred charitable causes, EdUHK proposals in the pipeline etc.);
- c) To conduct analysis of donation data to facilitate the management's planning and decision;
- d) To provide support in general donation management (e.g. scholarships, bursaries, naming of facilities);
- e) To work closely with and provide support to internal units on donation matters;
- f) To assist in the implementation of donation projects and monitor their progress;
- g) To render support to Committees (e.g. The EdUHK Foundation);
- h) To work with other team members in AADO to deliver the objectives and strategies of the Office; and
- i) To perform any other duties as assigned by the supervisor(s) or his/her delegate(s).

Applicants should (a) have a recognised degree or above; (b) preferably have relevant post-qualification work experience; (c) be innovative, eager to excel, willing to go the extra mile to achieve objectives and a good team player; (d) have good communication and interpersonal skills; (e) be pleasant, presentable and proactive, and must be able to work under pressure; and (f) have an excellent command of written and spoken languages in both English and Chinese (Cantonese and Putonghua). Applicants with donation administrative experience in tertiary institution settings may have an advantage. Shortlisted candidates will be invited to sit for a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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 **12 December 2024**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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