

# Hong Kong Inter-School Choral Festival Senior Officer (Partnership & Development)

## Job Description

Report to the Senior Manager, the **Senior Officer (Partnership & Development)** will be responsible for:

- Working closely with the different teammates to assist in executing fundraising activities and initiatives;
- Maintaining enduring relationships with potential and existing donors, grant-giving foundations and institutions, and corporate partners;
- Collaborating with various teams to identify and pursue funding opportunities for both ongoing and new initiatives and preparing applications, proposals, and reports;
- Developing programmes for individual donors, including quarterly gatherings;
- Managing donors' exclusive communication including creation of donor newsletters;
- Assisting with concerts/programme production duties, and;
- Performing ad hoc assignments and other duties as required to support the organisation's mission and objectives.

## You should have/be:

### Education

Bachelor's Degree in cultural management, music, cultural studies, or related fields preferred.

### Experience

Minimum 3 years of relevant working experience in arts and cultural sector, or a related field, preferably with exposure to NGOs, Government, or public and social service settings. Candidates with more experience may be considered for the position of Manager.

### Requirements

- Good command of written and spoken English and Chinese.
- Good interpersonal and teamwork skills, strong drive and career interest in charity work.
- Demonstrated passion for arts and culture, especially in choral music or music fields.
- Responsible and enthusiastic individual with creative energy and self-initiative, able to work under pressure and meet tight deadlines.
- Quick thinker, confident and well-organised, flexible, and have the ability to multitask and do what it takes to get the job done.
- Proficient in MS Office, Canva and relevant software applications.
- Ability to handle sensitive and confidential information with discretion.
- Hong Kong permanent resident aged 18 or above

## Application Process

The Hong Kong Virtuoso Chorus is an equal opportunity employer. Interested candidates should email their cover letter, CV, expected salary with contact information to [info@hkvchorus.org](mailto:info@hkvchorus.org) by 31 Mar 2026.

The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within six weeks may consider their applications unsuccessful.