

Position: Senior Executive (Fundraising & Events Management)

Overview:

Reporting to the Head of Fundraising, the incumbent is responsible for planning and implementing fundraising strategies and campaigns; and growing sustainable income generation. He/she is also needed to manage corporate events and projects. This role requires a strong, charismatic personality with natural networking skills and the ability to build successful lasting relationships. Adaptable to change, constant learning, and comfortable working under pressure and to deadlines.

Responsibilities

- Build and manage key relationships with a diverse range of stakeholders including corporate, individual, and internal stakeholders
- Identify and work together with the communications team on outreach and online fundraising campaigns, and the creation of fundraising collateral materials.
- Explore diverse fundraising channels and streams to build and manage the pipeline of future donors
- Plan, coordinate and execute a wide range of events and activities in alignment with company service direction and mission.
- Manage all aspects of event logistics, including venue selection, vendor coordination, budget management, and on-site supervision.
- Stay updated on industry trends and best practices in event management to ensure the organization remains at the forefront of innovation.

Requirements

- Degree / Diploma in Business Management / Administration / Digital Marketing & Communications or equivalent
- Minimum 3 years of working experience in fundraising/event management in business development/sales can be considered.
- Possess event planning and project management skills
- Independent, organized, meticulous, analytical and creative with good problem-solving skills team player and interpersonal skills
- For candidates without non-profit experience, a proven ability to learn new skills and apply them to a new environment is an advantage.