

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Director of Alumni Affairs and Development (Ref: 2401489)
Alumni Affairs and Development Office

The Alumni Affairs and Development Office is dedicated to the sustainable engagement of the University's alumni members, donors and supporters to drive excellence in the development of the University. Reporting directly to the President via the Vice President (Administration), the Director of Alumni Affairs and Development will provide strategic leadership to the Alumni Affairs and Development Office and be responsible for setting goals and developing strategies for the University's fundraising programmes and activities in alignment with the University's strategic development priorities. The Appointee will establish relationships with individuals, corporate representatives, community leaders and government officials to increase awareness of the University's missions, causes, activities and needs, identify and source potential donors, secure commitments of participation or donations from donors, develop proposals and projects for donors/philanthropists/funding bodies, and manage the whole fundraising or application process. He/she will also develop strategies and implement plans and activities to garner support for the University, as well as be responsible for the planning and execution of alumni activities to foster a sustained sense of belonging, enhance engagement and establish long term connections with alumni for the development of the University.

Applicants should have a higher degree with solid experience in accomplishing fundraising projects; substantial senior management experience in sizable/public organizations across diverse sectors or substantial leadership experience in project or centre management; strong sense of soliciting donation; excellent interpersonal and communication skills; the ability to motivate, manage and work under pressure; and high proficiency in both written and spoken English and Chinese (including Putonghua). Experience in tertiary education will be an advantage.

Salary will be commensurate with qualifications and experience.

The initial appointment will be on a three-year fixed-term contract [applicable to internal and external successful candidates]. Re-appointment thereafter will be subject to mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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. **Review of applications will start from 6 January 2025, and will continue until the post is filled.** 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/jobsoff/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.

EdUHK is an Equal Opportunities Employer.