

Fundraising & Partnerships Intern

Mind HK is a fast-paced, quick-growing mental health charity, with a vision to ensure that no one in Hong Kong has to face a mental health problem alone. Since our launch in November 2017, we have trained almost 30,000 people in mental health awareness and literacy, have an average of 50,000 users per month on our website, and engaged with hundreds of thousands of individuals from the local community through our campaigns.

Mind HK is looking for a Fundraising and Partnerships Intern to join our compact yet dynamic Fundraising & Partnerships team. The role will be responsible for supporting all aspects of fundraising, including campaigns and events.

You will report to a manager in the Fundraising & Partnerships team and work closely with a range of team members.

Job Responsibilities:

- Support Fundraising and Partnerships team in relevant activities, including conducting outreach to existing and new partners for upcoming campaigns and communication with partners
- Assist in coordinating fundraising events, managing logistics, RSVPs, vendor/partner coordination and handle administrative tasks
- Curate and review content including e.g. for social media, for emails to donors, for promotional and development purposes including writing, editing, translation and design
- Work with the team to support initiatives by donors, e.g. peer to peer fundraisers, Hong Kong marathon etc.
- Support Fundraising & Partnerships team in donor data management, including logging and data input
- Ad-hoc support: provide flexible assistance on various fundraising and partnerships tasks needed, ensuring timely completion and high-quality deliverables

We are looking for someone:

- Passionate about improving mental health in Hong Kong
- Strong written and verbal communication skills, including excellent interpersonal skills, fluent in written and spoken English and Cantonese
- Any academic background will be considered
- Hoping to learn about fundraising and the nonprofit sector
- Basic graphic design e.g. Canva a major advantage
- Detail oriented and a team player
- Skilled in independent work and able to motivate oneself

Terms:

Full time (5 days per week) is preferred and/or part-time (can also be arranged, but at least 3 days per week) on a minimum 6 month contract to start from Monday 13th January 2025 (flexible start date).

Salary and Benefits:

The salary for this position is HK\$7,800 per month (full time). Pro-rata for part-time.

Mind HK offers a 7-hour workday (with flexible hours within allocated time slots), 5 days per week for full-time staff. Our hybrid working model allows flexibility in working locations within Hong Kong, and for limited periods, outside Hong Kong.

Employees are entitled to up to 22 days of annual leave, quarterly mental health days, and medical insurance. As a learning organisation, we provide development and well-being opportunities throughout the year, including up to 2 days of study leave and various training programs. Additional benefits include regular check-ins from clinical staff and staff well-being activities.

Mind HK is an equal-opportunity employer, and strives to create a diverse and inclusive workplace that values and respects the unique contributions of each team member, and we welcome candidates from all backgrounds and walks of life to apply for our open positions.

Application:

To apply for this position, please email hr@mind.org.hk with a brief statement of interest and motivation, CV, dates of availability, salary expectation, and level of proficiency with written and spoken Chinese (Cantonese: required) and English.

*Please note that we will only inform applicants who are shortlisted

Application Deadline:

Applications will be reviewed on a rolling basis until the position is filled, we recommend applying as soon as possible.