

## New Sight Congo Position Summary



<b>Position:</b>	Fundraising and Events Coordinator
<b>Location:</b>	Hong Kong
<b>Reports to:</b>	Founding Directors
<b>Remuneration:</b>	To be discussed
<b>Hours and Term:</b>	This position requires a minimum of 6 month commitment for 5 days per week for an average of 15-20 hours per week. Flexible timing can be arranged.
<b>Start Date:</b>	Available immediately
<b>Website:</b>	<a href="http://www.newsightcongo.com">www.newsightcongo.com</a>

### Background - About New Sight:

Four in five blind people in this world are needlessly blind. They are needlessly blind because we can do something to either prevent or treat their blindness. When is restored, lives are transformed – for patients, families, and even the whole community. New Sight Eye Care is a charity registered in the UK and in HK. It pioneered its first non-profit eye surgical centre in the Republic of Congo in April 2012. It is growing rapidly and has exciting plans of expansion. We are looking for like-minded people passionate about giving the priceless gift of sight.

### Position Purpose:

The Fundraising and Events Coordinator will assist the Founding Directors and Fundraising Team with the development, implementation and delivery of fundraising strategies and initiatives of New Sight Eye Care. He / she will directly contribute to increasing New Sight's capacity to give sight and transform lives in the Republic of Congo

### Position Responsibilities:

The fundraising and events coordinator will:

- Contribute to the development of New Sight's Fundraising plan
- Assist with the development and delivery of fundraising events and activities
- Assist with the logistics of the founding directors' Fundraising tour in Hong Kong and Singapore Feb 27 – Mar 28, 2017
- Work with the Founding Directors and Fundraising Team to identify, approach and manage relationships with major donors, foundations, partners and corporate sponsors
- Help increase communications with supporters and respond to donor requests
- Expand the support network through the development of new and beneficial relationships
- Contribute to New Sight's promotional articles and publications

### Qualifications:

- Experience in Fundraising and/or event planning
- Detail-oriented with excellent time management and organisational skills
- Strong interpersonal skills
- Works well independently and as part of a team
- Knowledge in Microsoft Office programs, including Word, Excel and Powerpoint
- Experience in coordinating and drafting proposals, budget, funding submissions or bid / pitch documents
- Good written and verbal communication skills in English and preferably in Chinese
- Database, website maintenance, multi-media, social media: assets but not essential

### How to Apply:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in Microsoft Word or PDF formats, to Joanne Stokes [joanne@newsightcongo.com](mailto:joanne@newsightcongo.com). Please include your name and the position title, Fundraising and Events Coordinator, in the email subject line.

New Sight Eye Care is an equal opportunity employer that values diversity of all kinds and encourages candidates from all backgrounds to apply for this exciting new opportunity.