



Recruitment of Executive Director, Amity Foundation Hong Kong

Amity Foundation Hong Kong (AFHK), an NGO registered in Hong Kong, was established in 1985 to enhance people to people contact and ecumenical sharing of resources for sustainable development work both in and outside of China. AFHK shares the same vision and mission with The Amity Foundation (Amity), its Nanjing Headquarters (NJHQ). More information about Amity is available at www.amityfoundation.org.

Personal Character and Resume Requirements:

- 1) Applicant should love our country. S/he should have an affinity for philanthropy work, possess a thorough understanding of the domestic and international charity environment, identify with the mission, vision, and values of Amity, and be prepared to engage in charity work for a long time.
- 2) Applicant should have a Bachelor's degree or above, preferably in management, public policy, social sciences, law, or non-profit/NGO management.
- 3) More than 5 years' experience in middle and senior management positions in non-profit/non-governmental organizations (NGOs) or public enterprises. Priority for those with experience in managing poverty alleviation and disaster relief and understanding of UN 2030 Sustainable Development Goals.
- 4) Have good written and spoken communication skills in both Chinese and English, and fluent in Mandarin, Cantonese and English.
- 5) Have strong strategic thinking skills and be able to formulate and implement long-term strategic plans to promote the development of the organization.
- 6) Possess excellent leadership skills and be able to motivate and guide team members to ensure the goals of the mechanism are achieved.
- 7) Have a humble and tolerant attitude, possess good communication skills, and be able to communicate effectively with board members, donors, domestic and overseas partners and other stakeholders from different cultural and work backgrounds.
- 8) Have a high degree of integrity and ethics and be able to comply with relevant laws and ethical standards at work.

Job Description:

The Director General is directly responsible to the Board of Directors and aims to lead a team to implement charitable undertakings consistent with the vision and mission of the Foundation, including but not limited to the following matters:

- Collaborate in Amity Foundation's poverty alleviation and development work
- Lead the organization's fundraising efforts and oversee the organization's financial management, including budgeting, monitoring and reporting.
- Promote and supervise the domestic and overseas poverty alleviation and humanitarian assistance programs under AFHK.
- Establish and maintain effective relationships with various stakeholders.
- Hire, train and supervise staff, interns and volunteers.

Pay and Conditions of Service:

Salary and employment conditions are based on academic qualifications and experience and are subject to negotiation.

The appointed candidate will initially be on probation for one year and upon successful completion, s/he will be eligible to sign a two-year contract and will be eligible for reappointment thereafter based on performance.

Application:

We welcome applicants looking to find a meaningful life, willing to dedicate themselves to helping people in need, work closely with global organizations, promote Amity's vision and mission in China and overseas, and make a difference in the world.

Please email your application letter, resume, statement of past experience, and ambitions for this position to the Chairman of the Searching Committee before 1 December 2023 to ericpsyso@yahoo.com.hk.

(The personal information provided will be kept in the strictest confidentiality, will only be used for this recruitment purpose, and will be destroyed after this recruitment.)