

Executive Director for Viva Hong Kong

INTRODUCTION

Having been set up in 2011, Viva Hong Kong is now ready to step up to the next stage of development, particularly in relation to the growth of income, and in time, our strategy for work in Hong Kong and the wider region.

The role offers the opportunity to bring lasting change to some of the most vulnerable children on earth, giving many thousands of children a voice to a world often disconnected from their plight. As Executive Director, your primary responsibility will be to increase the funds being raised for Viva's work in Asia, as well as to be involved in overseeing a growing child protection programme in the city. You will be part of a team dedicated to helping Christian projects and organisations across the world work better together – to find joint solutions to the issues and to increase their positive impact on children at risk.

ABOUT VIVA

Viva is all about life – life for children... and life for those who care for them.

Our focus is **children at risk** including children who are in danger due to poverty, war, trafficking, abandonment, disasters, displacement, abuse or exploitation. **Our vision** is to see children **safe, well and fulfilling their God given purpose** – for children to grow up in **safe and secure family environments** and for the community around them to be equipped to respond effectively to the challenges of our day.

Our vision complements that of other organisations but our mission is unique: to inspire lasting change in children's lives **through the power of collective action**. Viva recognises the work being done locally by the tens of thousands of individuals, projects and organisations helping children around the world. However, our experience shows that these local efforts primarily need:

- **a better understanding** of the **needs of children**
- **equipping** so they can do their work **more effectively**
- **connecting** so that they meet and **join together** with others
- **funding to enable a collective action response**

No one small project or large organisation can change the situation for children on its own. We need to work together, **but our working together has to be meaningful – and this is where Viva comes in**. We build community networks to inspire and sustain collective action programmes that have a **reach, scale and impact** not possible through one project on its own.

KEY STATEMENTS & FACTS

We are inspiring lasting change in children's lives through the power of collective action because we have a vision to see children safe, well and fulfilling their God-given potential. We believe that a network of churches and community organisations, locally focused and united in purpose, is the best possible vehicle for bringing lasting change for children.

Through **38 partner networks**, across **27 countries**, Viva is increasing the unity, quality and impact of work for children at risk, connecting **30,160 front-line care workers** and changing the lives of over **2.2 million children** around the world.

See more of our work at viva.org to read stories of lasting change in children's lives.

Executive Director for Viva Hong Kong

Full time / Part-time:	Full-time
Reporting to:	Chief Executive Officer (based in UK)
Relating to:	Fundraising Consultant (based in UK)
Salary:	Salary commensurate with relevant experience
Location:	Hong Kong
Deadline:	Wednesday 2 nd January 2019

Overview of Role

As Viva Hong Kong's Executive Director you will build Viva's presence in Hong Kong in a strategic and professional way and in line with Viva's brand identity and current global fundraising strategy. You will focus particularly on forming key relationships with major donors and developing opportunities for them to influence within their circles and working environment. This will include key event representation and management of Viva events.

The role includes developing effective communication streams between Viva offices, partner networks and those who support our vision and mission. You will be part of a team comprising yourself, an Office & Fundraising Manager and a Child Protection Advisor and, at times, volunteers and interns. In the future our Network Consultants who works across East Asia may also be based in the Hong Kong office.

As Executive Director you will take overall responsibility for Viva's activities in Hong Kong and in engaging other Hong Kong based key stakeholder groups such as development sector leaders, Government and NGOs etc.

The aim is to enable Viva in Asia to work towards financial sustainability and to contribute to the wider Viva family globally. It is envisaged that the growth of Viva Hong Kong will gather momentum, particularly in the growth of income and supporter engagement, and in time our strategy for work in Hong Kong and Asia.

Key Responsibilities

Fundraising and key event management

It is expected that the Executive Director will spend the majority of their time raising both committed as well as one-off income from existing and new donors. In consultation and collaboration with the Global Fundraising Team based in Oxford, UK, the Executive Director will:

- Develop the global fundraising strategy for specific delivery and success in Hong Kong
- Strengthen existing and develop new relationships with supporters (especially major donors) particularly utilising Viva's fundraising media resources and key Viva events for engagement
- Make financial asks from supporters increasing income and regular giving to specified targets
- Identify new opportunities to demonstrate Viva's impact to major donors
- Identify potential new sources of funds and build relationships with funders
- Ensure timely follow up communication with current and prospective donors, thanks, and follow the Viva procedures for on-going capturing of donor information
- Create a strategy for and manage Viva events with the support of the Fundraising & Office Manager and input of Network Development Consultant

Representation and Strategic Partnerships

- Represent the vision of Viva in Hong Kong and, over time, develop strategic relationships with the following:
 - Projects, organisations and agencies working with children
 - Christian networks and church leaders
 - Resource providers and funders e.g. trusts and foundations, corporations via CSR initiatives
 - Government and secular agencies
 - Represent Viva, in person, at regional Development sector and other high-level events and initiatives in HK
- Identify and establish strategic partnerships and collaborations ensuring action plans and follow-through
- Identify regional players concerned with children, link them into the Viva movement regionally and encourage participation and unity of voice
- Take responsibility for Viva brand and reputation management in Hong Kong to ensure all areas of communication are engaging, succinct, clear and appropriate to the relevant audience

Governance and Management

- Working with Viva's Chief Operating Officer based in the UK and with the Fundraising & Office Manager based in Hong Kong ensure the take responsibility for all governance issues -- ensuring the HK Board are kept up to date with activities and that board meetings are effective
- Ensure budgets and all financial accounting in HK is accurate and sent to Oxford in a timely manner
- Give servant-hearted leadership to the team, undertaking regular one to one and team meetings
 - Ensure information sharing and connection to the wider Viva picture
 - Conduct regular appraisal with the staff
- Manage the Child Protection Services as a Business Venture of Viva HK, and procure new clients for CP services, contract management etc.
- Take ownership of all needed reporting

Viva Hong Kong is a separate legal entity to Viva UK, however Viva operates as one organisation and one team. The Executive Director will work together with the Fundraising & Office Manager (based in HK) in relating with the three UK-based fundraising and outreach managers (roles that cover Global Funding, Communication, and Fundraising), and be equipped through the shared development of resources, good practice and wider learning. Line management will be provided by the Viva CEO (based in the UK) but there will be a lot of contact with the UK based Fundraising Consultant who takes the lead for developing global fundraising strategy. There will be regular appraisals to evaluate the Executive Director's performance and review the job description. Strategic decisions that will affect Viva Hong Kong's overall programme will be taken collaboratively with the CEO and the Hong Kong Board.

Personal Specification

(E) Essential

(D) Desirable

We are looking for a candidate who will be passionate about Viva, will become familiar with our programmes, development work and what the networks need to thrive. You will understand the Asian region and want to be part of the work that is helping vulnerable children.

You will be well-connected in Hong Kong already, probably with experience in sales, relationship management, charitable fundraising and/or international development. You will be self-motivated and organised – able to work with a line manager in the UK and with staff in the Hong Kong office. You will be able to see the big picture and also focus on achieving the strategic and tactical imperatives in the midst of many opportunities. You'll be a committed and practicing Christian with a genuine personal faith. Ideally you will be an English and Cantonese speaker.

Education and Training

- Bachelor's degree or equivalent (D)
- Fundraising and/or marketing qualification (D)

Experience, Knowledge and Skills

- Ability to build relationships (E)
- Inspiring and clear communicator, both written and verbal and fluent in spoken and written English, with public speaking skills (E)
- Experience in networking among senior executives, church leaders and grant-making bodies (E)
- Proven decision-making and problem-solving skills (E)
- Willingness to accept responsibility (E)
- Ability to create, monitor and keep to budget, numeracy skills (E)
- Proven attention to detail (E)
- Experience in fundraising and supporter development, with an understanding of fundraising strategies (E)
- Experience of working with groups helping children (D)
- Facilitation skills in large and small, formal and informal settings (D)
- Experience of setting up efficient systems and procedures (D)
- Sales skills (D)
- Project and event management (D)

General Qualities

- Self-motivated, pro-active and flexible (E)
- Ability to work calmly under pressure and respond to deadlines (E)
- A heart for children and vulnerable families (E)
- An identification with and acceptance of the Christian aims and values of Viva (E)
- Personable and a team player (E)
- A commitment to good practice (E)
- Proven IT skills (MS Office Suite) (E)
- Understanding of the International Development sector (D)
- Experience working in cross culture environment or international organisation (D)
- Negotiation skills (D)

Terms and Conditions of Employment

This is a full-time role for Viva, located at its Hong Kong office. The appointment will be confirmed, subject to a satisfactory six-month probationary period. It is a requirement of all staff to be familiar with and comply with our policies including the Values, Child Protection Policy and Code of Conduct.

Contact and Application

- To apply for the role, please go to www.viva.org/jobs, return the completed application form along with your resume and covering letter to hr@viva.org
- For an initial conversation about the role, please contact hr@viva.org
- You will be contacted if you have been successfully shortlisted for interview
- To apply for the role, please go to www.viva.org/jobs and return the completed application form along with your resume and covering letter to hr@viva.org
- Alternatively, post your completed form and curriculum vitae to:
Rob Lilwall, Chairman of the board, Room TA07, 6/F, Woon Lee Commercial Building, 7-9 Austin Avenue, Tsim Sha Tsui, Hong Kong
- For an initial conversation about the role, please contact hr@viva.org
- You will be contacted if you have been successfully shortlisted for interview