

JOB POSTING

Ref.: AHUB11/2022
Job Title: Development Manager
Hours: 40 hours per week (may require to work in evenings and/or on weekends)
Employment: Full-time
Application Deadline: January 31, 2023

Qualifications:

1. Post-secondary education – Strategic Planning and Management is preferred;
2. 3 - 4 years relevant experience;
3. Keen interest in not-for-profit marketing;
4. Experience in developing and implement youth and community activities;
5. Exceptional writing, editing and oral communication skills;
6. Understanding of social media marketing tools;
7. Experience in fundraising and grant writing;
8. Strong analytical, attention to details and organization abilities;
9. Show creativity, tact and good judgment;
10. Self-starter with ability to work both independently and in a team, and to multi-task;
11. Ability to speak Cantonese or Mandarin is preferred;
12. Ability and willingness to work some evenings and weekends when needed.

Essential Requirements:

All applicants **MUST meet the following eligibility criteria:**

1. Have a valid Social Insurance Number.
2. Successful candidate must provide a valid (dated within the last 120 days) and clear Police Vulnerable Sector Check (PVSC)

The duties include the following but not limited to:

1. Oversee and lead the development, implementation, and evaluation of programs;
2. Plan, develop and implement promotion strategies;
3. Coordinate with community partners and sponsors;
4. Develop public relations materials;
5. Coordinate with volunteers and youth participants;
6. Act as ambassador for the organization;
7. Provide administrative support in program logistics and tracking program progress;
8. Perform other jobs related duties as assigned.

To apply: please email resume and cover letter in a **Single PDF** document to hr@acrossuhub.com by January 31, 2023 at 5:00 p.m. (EST)

We thank all the applicants for their interest in this position but regret only those invited for interview will be contacted. NO Telephone Calls Please.