

Executive Director Branches of Hope, Hong Kong

Branches of Hope is a Hong Kong based non-profit organization established to serve as a beacon of hope to the most overlooked, ignored and vulnerable in our society, and constitutes the social justice expression of The Vine Church. Based on the values of dignity, justice and hope, Branches of Hope currently supports two separate communities – a) victims of human trafficking and b) refugees and asylum seekers. We are currently recruiting an Executive Director (ED) to take overall lead of the organization.

The ED reports to the Senior Pastor of The Vine Church and has accountability to the Board of Directors. The ED is responsible for providing leadership and direction in overseeing strategic planning and operations of the organization in alignment with the organizational mission, vision and strategic priorities. The ED will have primary responsibility for Branches of Hope vision, strategy, projects, staff management and development, including the development, oversight and ownership of staff policies and procedures.

Key Responsibilities including but not limited to the following areas:

Strategic Planning and Board Support

- Spearhead the organization goals and evaluates progress with the Board.
- Provides regular fiscal and programme updates to the board including, but not limited to, annual end-of-year financial report.
- Works with Board Chair to fill Board vacancies to meet organizational needs.
- Lead fundraising programs with assistance from the Board and Advisory Committee to develop and implement fund raising goals and strategies.

Leadership and Staff Development

- Provides overall leadership of staff in the development and implementation of annual short and long-range plans, policies, programs, procedures and other activities.
- Develops the leadership of the organization and ensures leaders effectively manage and grow within the organization.

Development and Fundraising

- In conjunction with the Fundraising Manager, oversees fundraising planning and implementation, ensures diverse funding sources are consistently developed, recommends strategies for increasing revenue and continually cultivates key relationships.
- Expands the organization's capacity in fundraising and grant development to support current and future programme initiatives through relationship building with individuals, organizations, and other funding sources and stewardship of donors.

Community Engagement, Advocacy, and Public Relations

- Ensures the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders and the community at large.
- Builds working relationships and collaborative arrangements with community groups and organizations.
- Develops and identifies opportunities for advocacy by Branches of Hope and leverages the strengths of the organization.
- Serves as the chief spokesperson and representative for the Branches of Hope on all relevant issues concerning the organization.

Finance and Business Administration

- Develops, maintain and oversee short-time financial goals, while ensuring long-term financial sustainability, including organizational structure and future growth.
- Develop and creates financial plan for operating revenues / expenses.
- Work closely with The Vine's Operations Director on the development and implementation of the annual budget and financial disciplines.

Risk Management

- Ensures company compliance with all appropriate government legislations and policies in regards to NGO structure, governance, and risk management.
- Working closely and be responsible for working with The Vine's Operations Director to ensure consistency and compatibility of governance, policies and risk assessments are in line with internal and external policy.

Job Requirement

- Bachelor's degree in administration or related human service field. Masters or above preferred.
- Passionate and committed to social justice and advocacy within the biblical framework of righteousness and justice.
- Minimum 7-10 years' relevant experience, with a minimum of 5 years' management experience.
- Strategic planner in non-profit environment, conversant of fiscal management practices and awareness of risk related to the charitable sector.
- Proven success in fundraising with great connection.
- Strong awareness of the socioeconomic and political climate in Hong Kong, and the various vulnerable and marginalised communities.
- Great leadership with ability to develop motivate and inspire people.
- Ability to maintain discretion and confidentiality.
- Be flexible with working schedule or respond to media and other requests after hours as required by the circumstances.
- Excellent English both in writing and speaking. Chinese/Cantonese language preferred.

How to apply

Please send your cover letter and resume to hr@branchesofhope.org.hk. Closing date for application is October 29, 2018, 5pm.