

Chief Executive Office

Manager, Public Relations (Charitable Foundation) (Ref. No: CED-588)

Job Responsibilities:

- Be a key player to engage with different depts to drive the Bank's philanthropic objectives
- Perform all-rounded project management duties from need assessment and research, partners' due diligent, project vetting and management, grant making, risk and financial management to project evaluation impact analyzing and admin support to the Foundation's daily operation
- Develop and execute fundraising activities with key deliverables the advance the charitable foundation's mission, and the Bank's philanthropic strategy
- Documentation and report to the board of directors to ensure the effective implementation of its charity activities and donations
- Prepare communications of the Foundation donation and engagement reports for both internal and external stakeholders, include but not limited to management reports, newsletters, press release, etc.

Job Requirements:

- Degree holder in Social Science, Business Administration, or related discipline
- At least 5 years of experience in Philanthropy Sectors, Charity Fund or trust, or in non-profit organization.
- Strategic-minded, Self-motivated, organised, collaborative person
- Knowledge & Skills
- Experienced in working with NGOs and be familiar with social policy and agenda.
- Working experience in corporate communication of a sizable organization is preferred
- Good command of written and spoken English and Chinese. Fluent in Putonhua.

To apply, please submit your resume to hrd@icbcasia.com.

All information provided by applicants will be used only for recruitment

purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.