

Job Opportunity at Lee Hysan Foundation

Job Title: Project Manager

Job Posting: November 2023

Job Type: Full-time

Start Date: Immediate / Negotiable

About the Foundation

Lee Hysan Foundation (the “Foundation”) is a private foundation incorporated in 1973 by the Lee family to officially conduct the charity work which the family had already been doing informally for many decades. At the heart of its vision, the Foundation seeks to enable transformative social impact to build a better Hong Kong. It has 4 core areas of engagement: 1) Education, 2) Social Welfare & Health, 3) Arts & Culture, and 4) Environment. It proactively locates and develops high-impact projects in tandem with potential partners of standing. It operates as an endowment fund in perpetuity and does not fundraise. A summary of the Foundation’s recent work can be found [here](#).

About the Role

The Foundation is seeking a highly motivated individual to join our team. As a Project Manager, you will have an opportunity to contribute to meaningful projects and make a positive impact on society.

Responsibilities

- Independently manage funding applications, including conducting due diligence, research and analysis, proposal writing, review budgets and set relevant project performance indicators
- Conduct stakeholder mapping, actively identify competent partners and potential projects of interest for the Foundation, and make recommendations based on the Foundation’s funding criteria
- Track and review Foundation projects to ensure quality execution and report regular updates. Serve as the point of contact for existing partners, review progress reports and conduct site visits
- Represent the Foundation team during project events and engagements
- Actively seek out opportunities to build synergies and enhance existing projects to improve and enlarge the social impact of the Foundation’s work
- Monitor and highlight noteworthy news / developments relevant to the Foundation’s scope of work
- Assist in organizing wellness and team-building programs with an aim to foster an inclusive, supportive and dynamic culture
- Provide administrative support to the Foundation, and perform any other duties as assigned by the Foundation

Qualifications

- Bachelor's degree or above, with a minimum of 8 years of work experience (experience in the philanthropy industry preferred but not required)
- Purpose-driven, with a passion to engage in projects for the betterment of Hong Kong
- Excellent command of written and spoken English and Chinese (Cantonese), especially written English
- Proven track record in multi-project development, innovation and stakeholder engagement
- Good knowledge of Hong Kong's non-profit, social sector, related policies and trends an advantage
- Excellent interpersonal skills – ability to work in a team internally, and build partnerships externally
- Attention to detail, versatile, enthusiastic, with a strong can-do spirit
- Growth mindset – with a desire for continuous personal development to foster professional growth
- Proficiency in basic MS computer applications: MS Word, Excel, PowerPoint and Outlook

The new candidate will receive hands-on training on relevant tasks and work processes, after which he/she should be able to work independently on assigned initiatives. He/she will be expected to be capable of prioritizing workload to meet deadlines without losing eye for detail – or sense of humor!

In return, Lee Hysan Foundation promises an enjoyable exposure to a wide range of charitable projects, precious opportunities to learn from passionate philanthropists, scholars and entrepreneurs, and a platform to create value and meaningful contributions to the deprived and underprivileged in Hong Kong.

To Apply

To apply, please send your full resume, cover letter (stating your expected salary) and a written sample in English to cliffordchow@leehysanfoundation.org. Remuneration is negotiable based on the applicant's experience and qualifications. Shortlisted applicants will be contacted for an interview.