

Events and Development Specialist / Assistant Manager (Full Time)

ABOUT US

Founded in 1990, AIDS Concern is a leading health charity specializing in HIV/AIDS response, community health and inclusion for people of diverse sexualities and genders.

Our vision is to achieve Triple Zero – zero new HIV infections, zero stigma for people living with HIV and zero AIDS deaths. We provide sexual health screening, education, HIV testing and support services for people living with HIV.

If you believe you can help achieve our vision and would enjoy working in a dynamic NGO, we invite you to apply for this position.

ABOUT THE ROLE

Are you a creative doer who knows how to turn a powerful mission into a movement?

At AIDS Concern, we don't just manage programmes – we build them. We are looking for an independent, high-energy Events & Development professional to join our passionate team. This is a cross-functional role designed for a strategic storyteller who can bridge the gap between high-level fundraising strategy and hands-on execution.

As a key driver of our Triple Zero vision, you will be the face of our mission to our supporters. You won't just be handling social media; you'll be crafting compelling narratives that inspire donors to act. You won't just run events; you'll be shaping immersive experiences that turn first-time attendees into lifelong advocates for health equity and inclusion.

We are a small, agile team that values resourcefulness over silos. If you are a proactive problem-solver who can take a whiteboard concept and turn it into a high-impact reality with minimal supervision, we want to meet you.

KEY RESPONSIBILITIES

1. High-Impact Fundraising & Event Architecture

End-to-End Experience Design: Lead the charge in conceptualizing and executing high-energy fundraising events, from exclusive donor dinners to viral community campaigns and digital fundraisers.

Driving Revenue Growth: Actively hunt for and secure corporate sponsorships and ticket sales to meet annual development targets and fuel our mission.

Operational Excellence: Own the logistics, from vendor negotiations to budget management, while using post-event data to prove ROI and turn one-time attendees

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into recurring donors.

2. Digital Influence & Brand Movement

The Voice of Triple Zero: Lead our social media strategy by crafting powerful, human-centric narratives that highlight our real-world impact.

Content Powerhouse: Serve as our internal creative agency, designing high-quality graphics and visual assets that make our brand look as professional as our impact is deep.

Social Enterprise Growth: Build and launch targeted marketing campaigns that drive traffic and visibility for our revenue-generating sexual health social enterprise, ensuring our sustainability.

3. Strategic Donor Stewardship

Building Engagement Loops: Design and automate sophisticated email journeys, including impact-driven newsletters and thank you sequences, to move donors up the giving ladder.

Data-Driven Insights: Maintain a high-integrity CRM system to track every donor interaction, ensuring no supporter feels like just a number.

4. Impact Storytelling (Multimedia)

Visual Impact: Produce brochures, annual reports and digital ads that align perfectly with our brand identity while telling a story of hope and progress.

Short-Form Video: (A major plus) Capture and edit behind-the-scenes reels and impact videos that humanize our work and bring our community's voice to the forefront.

SKILLS AND EXPERIENCE REQUIRED

Technical Proficiency: Strong knowledge of Adobe Creative Suite and basic graphic design principles.

Independent Execution: A proven self-starter who can prioritize tasks and meet deadlines with minimal supervision.

Innovative Problem Solving: Ability to find low-cost, high-impact ways to promote the organization and its social enterprise.

Communication: Strong copywriting/storytelling skills with the ability to pivot between persuasive fundraising and engaging social media tones.

Language: Fluent in Chinese and English.

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Bonus: Basic video shooting and editing skills.

WHY JOIN US?

More Than Just a Job – A Mission with Meaning

At AIDS Concern, we don't just work; we advocate for a world of Triple Zero: zero new infections, zero stigma and zero deaths. When you join our agile and passionate team, you aren't just a number – you are a builder of health equity and social inclusion.

Fuel Your Growth & Well-being

We believe that to take care of our community, we must first take care of our people. We offer a culture that prioritizes work-life balance and your long-term career development. Our comprehensive benefits include: paid annual leave, Personal Time Off (PTO), Birthday Leave and medical coverage.

Join a team that is deeply committed to equal opportunities and celebrates diversity in all its forms.

READY TO BUILD WITH US?

If you are a resourceful self-starter who is ready to turn bold ideas into a finished product, we want to see your vision. We aren't just looking for a CV; we're looking for a storyteller who can help us achieve Triple Zero.

How to Apply

Please prepare a tailored application package including:

Your CV & Cover Letter: Detail your suitability for the role and your earliest available start date.

Your Creative Portfolio: Share links or attachments showcasing your best work – whether it's a successful fundraising campaign, high-quality graphic designs or impact-driven social media content.

Video Bonus: If you have video editing skills, feel free to include a short-form reel that humanizes a brand or tells a compelling story.

Submit your application to: recruit@aidsconcern.org.hk.

Join a team committed to equal opportunities, where your experience and qualifications will be met with a commensurate and competitive package.

For more about our mission, visit www.aidsconcern.org.hk.