

Executive Director Asian Charity Services

Asian Charity Services (ACS) www.asiancharityservices.org is the leading provider of pro-bono organizational development training and consulting services for NGOs in Hong Kong. We offer one of the largest platforms of skills-based volunteerism in Asia to help NGOs within a well-supported and structured environment.

Position

Reporting to the Board of Directors, the Executive Director has overall strategic and operational responsibility for ACS. He/she is responsible for the successful leadership, management and fulfilling of the organization's mission and bringing the organization to the next level.

Responsibilities

- Ensure ongoing program excellence, meeting the expectations of clients, board and donors.
- Lead, develop and retain ACS' high-performance staff and volunteers.
- Oversee the efficient and effective day-to-day operation of the organization.
- Establish good working relationships and partnership arrangements with corporates, foundations, government and other organizations to help achieve the goals of the organization.

Core Competencies

- Strategic Thinking: Drive ACS' competitive position by considering market and NGO trends and existing and potential stakeholders.
- Results Orientation: Set challenging goals and focuses on the desired results, meeting or exceeding them within a fast-changing environment.
- Team Leadership: Establish focus, provide motivational support, foster teamwork, empower people, develop talent and manage performance.
- Collaborating and Influencing: Develop, maintain and strengthen partnerships with others inside and outside ACS.
- Community Service Focused: Feel compassion for Hong Kong's neediest and desires to mobilize the broader community to serve and help make a difference.
- Multicultural Orientation: Interact confidently and comfortably in a broadly diverse cultural environment.
- Entrepreneurialism: Identify and create new business opportunities; leverage limited resources effectively.

Qualifications

- University degree with at least 15 years of work experience.
- Excellence in organizational management; able to motivate and manage staff, engage volunteers, and develop a high-performance team while achieving strategic objectives.
- Strong networking experience with ability to engage a wide range of stakeholders from different cultures and professional background.
- Strong written and verbal communication skills.

To apply, please send cover letter and CV to peter@asiancharityservices.org, highlighting your community service and leadership experience.