

The School is looking for a Manager for the Development Office. Please refer to the following for further details.

Job Title: **School Development Manager**

#### Job Description

1. Handle all donation enquiries.
2. Secretary to the DGS Education Foundation and DGS Fundraising Committee and organize meetings when called for.
3. Co-ordinate the preparation and production of the newsletter Kaleidoscope twice a year.
4. Organize fundraising events.
5. Liaise and work with the PTA and DOGA on matters relating to fundraising.

#### Requirements

1. University graduate with excellent command of English and Chinese.
2. Working experience preferred.
3. Ability to draft English/Chinese documents independently.
4. Good command of I/T skills.
5. Good inter-personal skills.

Interested applicants should send their applications indicating the earliest date available and enclosing full resume stating qualifications, experience and expected salary by post to:  
The Headmistress, Diocesan Girls' School, 101 Castle Peak Road, Kowloon and marked "School Development Manager" or by email at [jobs@dgs.edu.hk](mailto:jobs@dgs.edu.hk)