

Hong Kong Maritime Museum (1)



Practices Position / Title	Business Development Intern
Key Responsibilities	1) Event Planning Support: Assist the Head of Development with event planning, logistics arrangements, on-site support, and reporting. 2) Fundraising Proposal Support: Assist the development team in gathering and organizing fundraising materials to enhance outreach efforts. 3) Donor Database Management: Support the creation and maintenance of a database of donors, sponsors, and partnership opportunities to streamline communication and engagement. 4) Industry Research: Conduct research and provide reports on industry news, activities, potential collaboration opportunities, and relevant events. 5) Vendor Management: Research and manage vendor relationships based on project requirements. 6) Administrative Assistance: Support the Head of Development with scheduling, organizing visits, and completing any ad hoc tasks as needed.

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Requirements	Skills and Competencies • Strong analytical and problem-solving skills. • Excellent verbal and written communication skills in English; proficiency in Cantonese and/or Mandarin is a plus. • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software is preferred. • Ability to conduct market research and analyze data to identify business opportunities. • Strong organizational skills and attention to detail.	Experience and Personal Attributes • Previous internship or work experience in business development, marketing, sales, or related fields is advantageous • Experience in the cultural sector, museums, or non-profit organizations is a plus. • Highly motivated with a proactive attitude and the ability to work independently and as part of a team. • Strong interpersonal skills with the ability to build and maintain relationships with stakeholders. • Creative thinker with the ability to propose innovative solutions and ideas.
Working Location and Contact Hours	12 - 16 week (Negotiable) HKMM	