



## **Financial Services Development Council**

The Financial Services Development Council (FSDC) was established by the HKSAR Government in 2013 as a high-level, cross-sectoral advisory body to engage the financial services industry in formulating proposals to promote the further development of Hong Kong as an International Financial Centre through research, market promotion and human capital development.

The Hong Kong Academy for Wealth Legacy (HKAWL), being a fully owned subsidiary of FSDC, has the primary goal of advancing Hong Kong's private wealth management sector. HKAWL's purpose will be to establish a well-structured platform for networking, education, and talent development designed for family offices, next-generation wealth owners, and private wealth management professionals.

### **Manager of the Hong Kong Academy for Wealth Legacy** **(Ref: M(HKAWL))**

#### **Key Responsibilities**

1. Develop corporate communications materials such as public speeches, press releases, line-to-take, factsheets and other corporate messages with content focusing on HKAWL's key initiatives;
2. Adjust and adopt different writing styles to produce messages for various platforms, including but not limited to social media tools, websites, advertisements and promotional materials;
3. Review and edit content contributed by other teams to ensure accuracy, consistency and alignment throughout all corporate communications;

4. Administer and expand a comprehensive philanthropy training and development program from community building to online repository to generate incremental philanthropic deployment via Hong Kong as a regional philanthropy hub,
5. Curate and execute flagship events, conferences, and seminars to reinforce Hong Kong's premier global hub for family offices; and
6. Perform ad-hoc duties as assigned.

## **Requirements**

1. Bachelor's degree or equivalent, preferably in journalism, social and or political science, nonprofit management, other humanity subjects, business administration or related disciplines;
2. 5 years of relevant experience. Experience or knowledge in nonprofit and NGO administration, due diligence, management consulting, family office sector or relevant industries would be an advantage;
3. Strong writing and editorial skills with creative ability, able to skillfully use a variety of styles for copywriting; excellent command of English, Cantonese and Putonghua, spoken and written;
4. Awareness of media and legal risks and excellent attention to details and accuracy; strong problem-solving skills; good communication and teamworking skills;
5. Tech-savvy, good command of utilizing LLM/AI tools to assist with research and writing, and able to handle different communication channels; and
6. Can-do attitude, multi-tasking and able to deliver quality output within tight deadlines.

## **Terms of Appointment & Package**

A competitive remuneration package will be offered to the successful candidate. Fringe benefits include paid leave, medical insurance and MPF.

## **How to Apply**

Interested candidates please send, in **not more than four pages altogether**, a letter of application and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary **by email to [recruitment@fsdc.org.hk](mailto:recruitment@fsdc.org.hk) on or before 2 May 2025**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

*All applications will be handled in strict confidence and the information collected will only be used for recruitment related purposes. All information on unsuccessful candidates will be destroyed after 6 months from the close of application.*