

Humana People to People China

互 满 爱 人 与 人 中 国

Job title: 1 Foundation Partnership Officer
职位名称: 基金会合作开发官员 (1 人)

Location: Beijing
工作地点: 北京

Basic salary range: competitive remuneration offered
月薪范围: 提供有竞争力的薪资

Application deadline: 2016 June 30
截止日期: 2016-06-30

Humana People to People China (HPPC) – www.hppchina.org.cn - works to create better development opportunities for disadvantaged people through solidary actions, standing shoulder-to-shoulder with those in need, striving for a better tomorrow.

互满爱人与人中国 (HPPC) - www.hppchina.org.cn – 通过联合行动，与有需要的人并肩作战，共同致力于为弱势群体创造更好的发展机遇，创造更好的明天。

We work on Rural Development, Rural preschool education and Rural health programs in Yunnan, Chongqing and Sichuan.

We have 200 people working in our projects and 2 offices.

我们目前有 2 个办公室共 200 多名工作人员，工作主要集中在云南，重庆及四川等地的农村发展，农村学前教育，农村卫生健康等领域。

Position Summary:

The **Foundation Partnership officer** is responsible for developing and maintaining the foundation cooperation and Partnership for Humana People to People China's projects.

岗位描述:

主要负责开拓和维护互满爱人与人中国基金会的公益合作开发和筹款。

Duties of the **Foundation Partnership officer** include:

基金会合作开发官员工作职责:

- Active and efficiently to identify and establish cooperation with additional foundations and NGOs.
积极有效地发展新基金会和 NGO 合作伙伴，建立合作关系;
- Extensive participation in charity activities and events, independently establish contact with potential foundation funders. Mobilize them to start the possible cooperation programs;
广泛参与公益活动，独立与潜在基金会合作方建立联系，并沟通可能的合作方案;
- Through the Internet and other means to obtain the relevant information of call for proposal, use telephone or mail and other ways to establish contact with the foundation sponsor and confirm the eligibility and details of the call for proposal. Improve the success rate of application;
通过互联网等方式获得潜在基金会招标项目，采用电话或者邮件等方式与基金会建立联系，了解详细招标信息，增加招标成功率;
- Assist in the planning and writing of all kinds of foundation funding project application;
负责各类基金会合作方案的策划和撰写
- Cooperate with project departments to implement project and use of funds, responsible for the drafting of the project budget

协同项目部门落实资金定向使用情况，负责起草编写项目预算

- Partnership care for existing foundation sponsors, and promote the existing partners to continue project cooperation with Humana People to People China.
统筹现有资助方的维护，推进现有资助方与互满爱项目持续合作

Requirements of the role:

职位要求:

- At least 5 years experience. Experience in NGO, Foundation or public service is a plus.
5年以上工作经验，在 NGO、基金会或公益领域相关经验优先
- Bachelor degree or above.
全日制本科以上学历
- Strong relationship management and interpersonal building skills.
具备很强的关系管理及人际交往能力;
- Be good at communication and expression, have the sense of teamwork and self-motivation.
善于沟通和表达，具有团队协作和自我激励的意识
- Experience with the public and/or non-profit sector desired and effective cross-border integration of resources is preferred
具有公益合作经验，能有效跨界整合资源者优先
- Strong organizational skills and strategy sense, independent, creative, team-layer and ability to work under pressure and drive to reach targets;
具备很强的组织能力和战略意识，能够独立地，有创新地，在团队层面和压力下开展工作并达到目标;
- Fluency in English and Chinese, with excellent oral and written skills as well as bilingual translation ability.
较好的中英文书面及口语表达能力
- Must possess a high degree of proficiency with Microsoft Office including Word, Excel, Outlook and Powerpoint and Mobile Internet social media tools.
能熟练使用 Office 软件、移动互联社交媒体工具

Other Requirements:

其他要求:

- A passion to change the world and lead in building a harmonious society.
具备改变世界致力于建造和谐社会的激情;
- An understanding of HPP's mission and exposure to the rural development work or education projects or related social experience;
认同互满爱的使命，有农村发展工作或教育项目或相关社会工作经验为佳;
- Ability to work independently as well as in a team in a small office environment.
具备独立开展工作的能力，能够接受在一个小团队和小办公室工作;
- Ability to manage multiple tasks and prioritize tasks to meet project deadlines.
具备同时且有轻重缓急地处理/管理多个工作任务并满足工作期限的能力;
- Attention to details,
注重细节，能够独立思考，表达自己，提供有建设性的意见，也能够接纳批评，承担责任;

To apply:

如何应聘:

Please apply with a detailed CV, achievements and experiences, a writing sample in English and Chinese and letter of motivation, including expected salary and earliest availability in English and Chinese by e-mail to gongzuo@hppchina.org.cn

In the subject field of your email message, please provide your last name and “job application **Foundation Partnership officer**”.

有意者请将详细的个人简历（含以往成就及经验），中英文求职信，薪资要求和可到岗日期以邮件形式发往 gongzuo@hppchina.org.cn，邮件标题请注明“姓名+应聘基金会合作开发官员”。

Short-listed candidates will be contacted within 1-2 weeks. Applicants not invited for an interview within 4 weeks may consider their applications unsuccessful and their personal data will be destroyed.

符合资格的应聘人将于 1-2 周内接获面试通知，超过 4 周未予回复的视作申请失败且应聘者所提供的资料只作招聘用途，有关资料于招聘过程结束后销毁。