**ChinaNext Foundation**

Job openings (2022)

**International Marketing Manager**

We are looking for a few people to join us for the IMO position. You will help out or be in charge of planning and coordinating the Foundation’s marketing activities outside of China, especially in the UK.

**Application closing date:**

30th November 2022

**Condition of work:**

* Full-time position in our London office based in Richmond;
* A flexible working arrangement including WFH or in other CNF offices can be discussed;
* Official training, hands-on training, support, and a professional cloud-based work environment will be provided.

**Sector:**

Community development, social innovation, social enterprise, capacity building, research, support, consulting, start-up

**Job Description:**

We are looking for talented individuals who are motivated to develop and market talented Next Leaders from China’s emerging non-profit sector on the global stage. The ideal candidate will be able to represent a team of young and exciting NGO leaders from China, represent their NGO projects, and to an extent, represent the emerging global NGOs from one of the world’s biggest and fastest-growing countries.

It is an exciting opportunity for whoever sees the potential of the non-profit sector in China in terms of participating in/leading global agendas.

S/he would be expected to

1. **Serve as the Representative of** one or a few talented NextLeaders and their NGO projects on the international stage, for example in participating in global conferences or when visiting or exchanging with UK NGOs;
2. **Promote and market CNF and/or the NextLeaders** in UK-based charity events or other marketing activities;
3. **Facilitate communications and exchanges** between CNF, our NextLeaders and the international non-profit sector;
4. **Seek grants or other charitable funds through innovative fundraising strategies**. Initial or negotiate proposals with other foundations, wealthy individuals or governments for funding on behalf of CNF or the NextLeader projects we represent;
5. **Serving, supervising, and evaluating** outstanding Next Leaders and their NGO projects through the lens of quality and fund-raising.

**Highlights of the job:**

1. You will be able to discuss places or work in addition to our Richmond office according to your circumstances. This includes in any one of CNF’s existing offices, your Next Leaders offices, cafes or at home;
2. You will be able to work with the leaders of some of the world’s fastest-growing NGOs in the world’s fastest-growing economy. You will personally help shape a future.
3. You will likely become an expert in the modern non-profit sector in China, having gained first-hand experience working with many effective, award-winning Chinese NGOs supported by CNF. You’ll understand how the NGOs function, and their motivations, and develop practical methods to improve their work.
4. You will likely become a leader yourself, having been motivated to work directly with talented leaders in fast-growing projects.

**Qualifications:**

1. **Self-motivated.** You must be a self-starter. The work will involve a lot of initiatives and we encourage everyone to be an expert in his or her area. You have to be a self-starter with a curious mind.
2. **Demonstratable cultural links or special interests with** China and China’s societal development. Understanding the workings and developments of China’s non-profit and social innovation sectors is desired but not required.
3. **Personality traits:** those who are good with people and are open to challenging norms and removing barriers between sectors to solve problems are more likely to succeed.
4. **Ability to travel to China with short notice** if required.
5. **Ideally bilingual. Fluency in writing and presentation skills in English is a must,** but you need to note that all our NextLeaders speak Chinese mandarin (with varying degrees of English proficiency). Whilst the requirement for Chinese writing is secondary for this role, you will meet a lot of difficulties if you don’t master a working level of the Chinese language.

**Remunerations:**

This role comes with a starting base range of £25,000-£40,000 p.a according to experience. Discretional bonus will be paid at year-end per pre-set KPIs and/or overall performance of the charity.

In addition, we project a full range of benefits. Details will be discussed with successful applicants.

**Excellence Coordinator**

We are looking for one person to join us to coordinate internal projects aiming at improving governance, compliance and donor services for our headquarters in London and the charity projects led by our NextLeaders.

**Application closing date:**

30th Apr 2023

**Condition of work:**

* Full-time position in our London office based in Richmond;
* A flexible working arrangement including WFH or in other CNF offices can be discussed;
* Official training, hands-on training, support, and a professional cloud-based work environment will be provided.

**Job Description:**

We are looking for a talented individual with ample administrative or project management experience, preferably in multi-stakeholder settings to join us to identify and lead projects aiming at improving governance, compliance and donor services for both the CNF’s headquarters operation and the individual charity projects run by NextLeaders.

The ideal candidate will identify expectations from multiple external stakeholders: beneficiaries, government, regulators and donors, translate them to requirements for internal change and lead actionable projects to implement them. It is an exciting opportunity for hands-on experience to improve charity operations that deliver social good.

S/he would be expected to

1. **Serve as the contact point of CNF** when external expectations arise from external stakeholders about the operations of either CNF headquarters or the charitable projects it supports.
2. **Regularly, review external and internal expectations,** identify areas of improvement and recommend to the board actionable projects;
3. **Facilitate communications and exchanges** between the Board, the staff, our NextLeaders and donor for actionable plans;
4. **Serving, supervising, and evaluating** the changes and improvements made.

**Highlights of the job:**

1. You will be able to discuss places or work in addition to our Richmond office according to your circumstances. This includes in any one of CNF’s existing offices, your Next Leaders offices, cafes or at home;
2. You will be able to work with the leaders of some of the world’s fastest-growing NGOs in the world’s fastest-growing economy. You will personally help shape a future.
3. You will likely become an expert in the modern non-profit sector in China, having gained first-hand experience working with many effective, award-winning Chinese NGOs supported by CNF. You’ll understand how the NGOs function, and their motivations, and develop practical methods to improve their work.
4. You will likely become a leader yourself, having been motivated to work directly with talented leaders in fast-growing projects.

**Qualifications:**

1. **Prior experience in project management or multi-facet administrative work** is desirable. Even better if these experiences were gained in the public or non-profit sector.
2. **Self-motivated.** You must be a self-starter. The work will involve a lot of initiatives and we encourage everyone to be an expert in his or her area. You have to be a self-starter with a curious mind.
3. **Demonstratable cultural links or special interests with** China and China’s societal development. Understanding the workings and developments of China’s non-profit and social innovation sectors is desired but not required.
4. **Personality traits:** those who are good with people and are open to challenging norms and removing barriers between sectors to solve problems are more likely to succeed.
5. **Ability to travel to China with short notice** if required.
6. **Ideally bilingual. Fluency in writing and presentation skills in English is a must,** but you need to note that all our NextLeaders speak Chinese mandarin (with varying degrees of English proficiency). Whilst the requirement for Chinese writing is secondary for this role, you will meet a lot of difficulties if you don’t master a working level of the Chinese language.

**Remunerations:**

This role comes with a starting base range of £30,000-£45,000 p.a according to experience. Discretional bonus will be paid at year-end per pre-set KPIs and/or overall performance of the charity.

In addition, we project a full range of benefits. Details will be discussed with successful applicants.

**Apply:**

Candidates need to fill in their application forms online at:

<http://www.chinanext.cn/type/70072> or scan the QR code below using your mobile device.

(**You will have to be able to at least manage a Chinese language application form**)



If met with technical difficulties, please write to **join@chinanext.org** with answers to all of the questions on the application form, a motivation letter and a cv. We aim at getting back to suitable candidates within three working days. If you do not hear from us within two weeks, please assume the application has not been successful with great regret.

**About CNF:**

ChinaNext Foundation (CNF) is a unique charity founded in London in 2012 to support a carefully vetted group of effective Chinese NGO leaders (NextLeaders), each of whom has founded and led a promising NGO project of their own with passion. We believe that investing, supporting and helping such a group of visionary leaders is the most effective way of growing civil society in China. We share some methodology with a venture capitalist, only in the non-profit domain.

CNF develops close relationships with the NextLeaders to the extent that we can manage or supervise their non-profit project as our own. At the Headquarters, we provide a full spectrum of services ranging from strategic planning, marketing, fundraising, administration, and oversight, to help and make sure that all the projects are running to a high standard as our donors would expect. We leverage our understanding and ability to help NGO leaders, teams and projects grow, and promote their causes in the international arena. We do this in the hope that their positive contributions to China not only help a global agenda but also inspire and transform more young people to join and ultimately form a robust civil society.

The NextLeaders lead a wide range of causes. They range from equal education opportunities for rural migrant children to supporting the visually-impaired, to citizen participation at the local levels. You can see their details on our website: <http://www.chinanext.org>

We are a registered charity under the Charity Commission in the UK. In China, we work closely with China Next Foundation (Shanghai), which is a separate charity registered under local law for the majority of our local operations.

**CNF employees or partners receive flexible remunerations on results, not hours. Remuneration is transparent within and to an extent outside of the Foundation. That means many people will know how much you receive from CNF and might put your work under scrutiny. You should be OK with that.**