

Job Description

position: Development Associate of BJ & SH

Department: Donor Relations and Development

Reporting relationship: Reporting to Department Leader

QUALIFICATIONS

Knowledge and Skills

- English native speaker
- Strong interpersonal skills
- Communicate reasonably effectively in Mandarin Chinese
- Integrity and business ethics

Educational / Experience requirements

- Bachelor's degree or above
- At least one year of professional working experience in fund raising, business development or corporate social responsibility
- Has previously worked in cross-cultural teams, ideally in China

Duties & responsibilities

Grants

- Draft grant/gift proposals and reports
- Track and monitor due dates for upcoming proposals and reports

New Business Development

- Support identifying/evaluating and selecting new business opportunities

Program Support

- Assist in developing new program course content, including utilizing best practices and existing models from Western/English-language context and adapting them to local Chinese student market
- Assist in volunteer management and school relations

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Note: These job descriptions do not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract.

Please send email to HR@jachina.org