



**World Food  
Programme**

**联合国世界粮食计划署  
中国办公室**

*Fighting Hunger Worldwide*  
*抗击全球饥饿*

## **Donor Relations Officer (NOA)**

**Duty Station: Beijing, China**

**Application Deadline: 31 December 2018 (Midnight Beijing, China)**

**Type of Contract: Fixed-Term Contract**

**Languages Required: English, Chinese**

**Expected Duration of Assignment: One year, renewable on an annual basis upon satisfactory performance & availability of funds**

### **Duties and Responsibilities:**

The incumbent is responsible for, but not necessarily limited to, the following assigned duties:

1. Implement the work plan for assigned area by delivering activities that maintain and develop partnerships in order to maximise resources raised for the programme.
2. Contribute to the management of a portfolio of partnerships, soliciting contributions, providing donor stewardship, and analysing results, in order to maximise resources raised.
3. Provide support to technical units, RBs and/or COs as required, in order to assist them to effectively mobilise donor resources.
4. Prepare briefs on resourcing issues for Country/Regional/Division Directors, and operate as a resourcing focal point in order to ensure that concerns are adequately considered.
5. Participate and assist in negotiations for contributions and partnership agreements, in line with internal policies and external regulations, in order to reach advantageous outcomes, such as more flexibility and predictability.
6. Collate and analyse data for the preparation of accurate and timely reporting on donors and programmes, to enable informed decision-making and action planning by senior stakeholders.
7. Proactively contribute to ideas and highlight fundraising opportunities to senior managers for new strategies to maintain and increase funding from new and traditional donors.
8. Prepare and provide regular information to educate new and potential donors on the strategy, design, relevance and impact of WFP programmes, and to advocate the work of WFP.



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9. Represent WFP at international meetings at appropriate levels, in such a way that advances the government partnerships strategy and objectives, and builds support for WFP activities.
10. Prepare and provide inputs for briefing documents for senior level management meetings with donors.
11. Coordinate work with other partnership officers to ensure the flow of information and other WFP units to align activities and ensure donor visibility and that donor conditions are met.
12. Provide on-going stewardship for online fundraising platforms and assessing results in order to maximise resources raised for WFP, in line with internal policies and external regulations.
13. Collaborate with Communication team to write and edit content for digital fundraising communications.
14. Provide insights and recommendations on how best to leverage digital communications to maximize revenue and improve the long-term donor experience, including researching and testing new platforms, tools, and tactics. Produce reporting, financial forecasting, and relevant metrics for online programmes through different platforms
15. Perform other related duties as required.

**Qualifications:**

- Education: Advanced University degree in Marketing Communications, International Development, Development Economics, or other relevant field, or First University degree with additional years of related work experience and/or training/courses.
- Experience: Minimum 5 years of relevant working experience in the field of fundraising.

**Skills and competencies:**

High degree of competency with online platforms. Ability to work with Microsoft Office programmes (Word, Excel, PowerPoint, E-mail) required for work; Ability to prepare engaging and visually stimulating inputs for online platforms, reports and other correspondence; Ability to work in multi-cultural environment; Ability to work under pressure, be able to meet deadlines, willing to take challenges; Good communication skills with different stakeholders especially local partners.

**Language:** Fluency in both oral and written communication in English and Chinese.

**Additional Information:**



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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Your application will be screened based on the information provided in your profile. We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- All female and male candidates are equally encouraged to apply for this position which is open for Chinese nationals only.

To apply please send us the Personal History Form (P11) no later than 31 December 2018:

- E-Mail: [HR.wfpchina@outlook.com](mailto:HR.wfpchina@outlook.com) with Subject “Donor Relations Officer (NOA) - Ms/Mr. (Candidate’s Name)”