

Position Description

Manager – Communications, China

February 2020

About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 120 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don't hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.



Job Description

Job Title	Communications Manager, China
Reports to	China Country Director, with dotted line to Head of Strategic Engagement & Communications (SEC)
Location	Beijing
Main purpose of the role: To inform and lead CIFF's communications strategy and activities in China and provide support to China Country Director on government and stakeholder relations, including developing relations with Chinese philanthropies.	

The Exciting Opportunity

Position Responsibilities

Programme Development & Management

- Lead the development and update in coordination with our key grantees of the strategic engagement and communications component of the CIFF's China portfolio/programmes and suggest improvements where appropriate to enable the China team to effectively deliver its programmes.
- Lead the preparation and dissemination of regular and ad hoc reporting on portfolio/programme performance from a communication perspective, to ensure colleagues and partners (as required) have access to accurate and relevant information.
- Develop and maintain partnership with Chinese philanthropies. Lead the preparation and execution of the strategy on supporting Chinese philanthropies development.
- Support the preparation of summary reports, board reports and portfolio investment reports, to ensure these are produced to a high standard and in a timely fashion.

Stakeholder and partner management

- In accordance with corporate guidelines and requirements, maintain accurate and up-to-date CRM (Customer Relationship Management) records and systems on behalf of the team, to ensure CIFF can take a coordinated and professional approach to managing stakeholders and partners.
- Act as the first point of contact for external enquiries about CIFF's work in China, to ensure these are dealt with in a professional and timely way.
- Collate research and information on potential and current partners/stakeholders as required, to support the effective development of relationships and opportunities by the team.

Public relation management

- Build and maintain a range of relevant knowledge and information resources, to enable the Strategic Engagement and Communications (SEC) and Climate teams to access high quality intelligence, analysis and data to inform current and future programme activity.
- Undertake other specific research projects required, as directed by members of the leadership team. Assist in convening meetings, preparation of workshop reports and minutes.

Communications

- Work with partners and the Head of SEC to develop press briefings and media statements as required.
- Handle media relations as required. Maintain media contacts in national and regional media. Track CIFF's appearance in all forms of media.
- Identify potential reputational risks and develop a crisis communications plan.
- Identify important events and support CIFF participation wherever needed
- Manage CIFF Chinese website/webpage, and support updates to CIFF's social media channels.
- Liaise with and collaborate on internal communications at CIFF. Prepare and share regular updates on external and internal developments.
- Draft briefings for executive team as required.

The Talented Individual

Qualifications & Experience

- Master's degree or equivalent in communications, marketing or journalism.
- Demonstrable experience in conceptualizing and implementing integrated communication/marketing plans for corporate or development sector, and/or within a public relations or communications agency, and/or as a journalist.
- Thorough understanding of China context – politics, culture, society, economics and media. Deep understanding of philanthropy and climate sector is a strong plus.
- An excellent storyteller capable of developing, commissioning and narrating compelling stories.
- Excellent interpersonal skills. Capable of collaborating with a wide range of partners.
- Excellent language skills - English and Mandarin Chinese.
- Excellent digital marketing skills and through understanding of the digital media.
- Passion for solving issues affecting children.
- Portfolio management experience with an international funding organisation is



desirable.

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Values

Honest: *We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.*

Supportive: *We use our experience to bring out the best in each other. When the pressure's on we join forces. When one of us succeeds, we celebrate together.*

Entrepreneurial: *We're always searching for new opportunities to do more and push boundaries. We constantly ask ourselves 'What if?'*

Passionate: *We've each come to CIFF to change the world for children. So we're bold and daring in our approach. We know that with the right people and the right resources, there's nothing we can't achieve together.*

Problem solving: *Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.*

Collaborative: *In CIFF's people and partners you'll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children's lives.*