



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——基金会项目专员岗位

所属部门：基金会

汇报机制：秘书长

岗位职责：

- 1、根据基金会项目管理的要求，负责项目的设计、实施、督导和评估，确保项目有效实施。
- 2、负责项目的对外联络、合作、资源拓展和新项目的洽谈跟进及落实；
- 3、协助基金会日常运营管理，包括参与起草基金会各类文件等；
- 4、学校内部感染力营造，引导与激发师生的公益行为；
- 5、协助参与并推动基金会品牌影响力传播；
- 6、部门交办的其他工作任务。

必备条件：

- 1、硕士及以上学位；
- 2、熟悉基金会管理、项目管理、公益活动等基本操作流程，对公益活动形式、创意、执行有独到见解；
- 3、热衷公益领域工作，乐于接受挑战，有从事公益事业的理想；
- 4、扎实务实，能适应出差压力，工作主动、细心、负责。

优先条件：

1. 社会工作、社会学、公共管理、社会创新、品牌等专业优先；
2. 有在企业基金会、公募基金会或高校教育基金会从业经验者优先；
3. 英语读写能力佳者优先。



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Job Description –WKU Foundation Project Specialist

Department: WKU Foundation

Report to: Secretary General

Responsibilities:

1. According to the requirement of the foundation of project management, responsible for design, implementation, supervision and evaluation of the project, to ensure the effective implementation of the project.
2. Responsible for project external liaison and cooperation, resource development and new project follow up and implement.
3. Responsible for assisting the daily operation and management of the foundation, including participating in the drafting of various documents.
4. School internal appeal to create, guide and stimulate teachers and students of public welfare behavior.
5. Assist to promote the spread of brand influence of the foundation.
6. Other tasks assigned by the department.

Required Qualification:

1. Master degree or above.
2. Familiar with foundation management, project management, public welfare activities and other basic operational procedures, have unique views on the form, creativity and implementation of public welfare activities.
3. Keen on public welfare work, willing to accept challenges, have the ideal of public welfare.
4. Solid and pragmatic, can adapt to travel pressure, initiative, careful, responsible.

Preferred Qualification:

1. Majors in social work, sociology, public management, social innovation and brand.
2. Experience in enterprise foundation, public foundation or university education foundation.
3. Excellent English speaking and writing ability.