**岗位说明书——基金会秘书长岗**

所属部门：基金会 汇报机制: 分管校领导、基金会理事长

**岗位职责：**

1. 主持并安排基金会日常工作事务；
2. 与政府、企业家、华侨、商会及其他社会组织保持良好关系；
3. 为筹措资金，积极联系、对接各类校外公司、企业、机构、部门、组织，并安排各类筹资合作活动；
4. 能使筹措的资金更好运作增值。

**聘任条件：**

**必备条件：**

1. 本科以上（含）学历，学士以上（含）学位；
2. 5年以上（含）公益从业工作经历，其中3年以上（含）基金会资源开发、筹资、活动策划及实施经验；
3. 具备优秀的社会活动能力，善于发掘、整合和利用资源；
4. 良好的组织协调能力，性格开朗、待人真诚、有较强的亲和力和团队合作精神；
5. 善于创新、思维敏捷，积极主动，有责任心，适应出差；

**优先条件：**

1. 擅长公益资金的保值和增值者优先。
2. 有国际发展机构或平台型行业支持机构工作背景、国际视野者优先。

**Job Description – WKU Education Development Foundation Secretary**

Department: WKU Education Fund

 Report to: Division Leadership& Fund President

**Responsibilities:**

1. Host and arrange the daily work affairs of the foundation
2. Maintain good relations with the government, entrepreneurs, overseas Chinese, chambers of commerce and other social organizations
3. In order to raise funds, actively contact and dock various off-campus companies, enterprises, institutions, departments, and organizations, and arrange various fund-raising cooperation activities
4. Operate and increase the value of raised funds

**Required Qualification:**

1. Bachelor’s degree or above
2. At least 5 years public welfare work experience with more than 3 years foundation resource development, fundraising, event planning and implementation experiences
3. Possess excellent social activity ability and be good at discovering, integrating and utilizing resources
4. Good organizational and coordination skills, cheerful, sincere, strong affinity and teamwork spirit
5. Good at innovation, quick thinking, proactive, responsible, and adaptable to business trips

**Preferred Qualification:**

1. good at preserving and increasing the value of public welfare funds are preferred
2. working experiences in international development agencies or platform-based industry support agencies and have an international perspective are preferred