

Open to Chinese Nationals Only

Job Title: Regional Manager of Programs (Beijing)
Department: Programs

Compassion for Migrant Children (CMC) is a nonprofit organization based in China which is dedicated to improving the lives of children of migrant workers by engaging them in social and educational programs.

The Regional Manager of Programs is responsible for the planning, implementation, and monitoring and evaluation of Compassion for Migrant Children's (CMC) programs according to its programmatic principles and consistent with its values and strategic direction. S/he will play a lead role with the Beijing General Manager in defining and maintaining this strategic direction of the programs, ensuring activities are aligned with CMC's priorities and with donor requirements.

This key position is crucial to managing the continuity of all program themes of CMC and involves working closely with Center Managers and the Beijing GM to develop project management plans and ensure that these are being successfully accomplished in a timely manner. It involves spending one day a week at each of the 4 community centers in Beijing (with an average of 1.5 days a week spent in the office headquarters) to lead, support, and link the efforts that are happening at these community centers. It will require significant coaching and mentoring skills.

The Regional Manager of Programs is also an active member of CMC's Management Team which is mandated to work towards CMC's overall development as an organization.

Responsibilities

1 – STRATEGIC OVERSIGHT

- Works with the Beijing GM to develop an overall strategy and implementation plan for the Community Centers and core programs
- Oversees the preparation of an annual Community Centers development plan and budgets and monitors this on a regular basis
- Establishes clear and realistic benchmarks for monitoring development of Community Centers and core programs

2 – OVERALL COMMUNITY CENTERS QUALITY

- Ensures strong Community Centers management systems and procedures are in place
- Ensures appropriate development of new Community Centers and programs (strong concepts of the project cycle) and positive adjustments of existing programs within each Community Center
- Takes lead responsibility for ensuring that the programs' monitoring and evaluation systems are efficient, effective, and responsive to the needs of key stakeholders such as beneficiaries, partners, donors, and the organization
- Liaises closely with the ComProm Director to ensure quality programs philosophy, approach, content, and procedures are being used

3 – PEOPLE MANAGEMENT

- Dedicates time to coaching and mentoring the Centers Managers in particular and the entire programs team in general

- Ensures the programs team is healthy, vibrant, and moving forward in the same direction
- Ensures all program staff, functions, and units are working together as smoothly as possible
- Ensures robust and efficient internal communication

4 – PROGRAMS MANAGEMENT

- Works with the Beijing GM to ensure that proper participatory management structures are in place and operating efficiently for the programs
- Ensures that ‘best practice’ organizational structures are in place to meet the needs of the programs and reviews and revises these structures on a regular basis to ensure that they remain in line with program needs
- Ensures application of financial procedures and policies as required by CMC and donors
- Identifies delays and/or deviations from the programs concept and works with Center Managers on steps to bring programs on track or agree on transparent approaches to modify the programs concept as required (following and meeting KPIs)
- Prepares internal reports and reports for donors from the programs’ perspective
- Ensure that the results are turned into tangible and ongoing improvements in the programs

5 – CENTER LAUNCHES

- Oversees the process of opening new Community Centers (except for facilities and logistics which is the responsibility of the Logistics Department)
- Directly supervises the Center Managers for the center launch (regarding mapping, surveys, appropriate programming, community relations, community engagement activities, etc)
- Is an active member of the Center Launch Committee

6 – LINKING WITH COMMUNITIES OF PROMISE NETWORK

- Interacts regularly with CMC’s ComProm Network
- Ensures access to the ComProm training team (some of which are members of the Programs Department and are meant to spend 5-8% of their time training affiliates)
- Communicates new curriculum content needs to ComProm Director and ensures meeting time with relevant program staff throughout the contextualization process

7 – FINANCIAL MANAGEMENT

- Familiarizes self with CMC financial guidelines
- Develops and manages Community Centers budgets
- Manages cost control and cash flow of Community Centers expenses
- Oversees Community Centers expense and general finance reports
- Verifies the Community Centers financial statement/reports with the CMC accountant before submitting them to the proper receiver

8 – NETWORKING AND LIASONING

- Builds and maintains working relations with other nonprofit and GONGO organizations, raising awareness of the work and spirit of CMC in the broader community
- Attends various networking events, forums, conferences
- Represents CMC at various functions as one of the Regional Managers, both as a participant, and at times, will give presentations or speeches

9 – REGIONAL OFFICE SUPPORT

- Supports CMC regional offices particularly in the area of programming guidance to ensure it is aligned with the national strategy
- This role potentially uses 10% of time

The Regional Manager of Programs will also take on other tasks and responsibilities in the area of this job description as they develop.

Work Relationships

Reporting to:	General Manager (Beijing)
Peers:	Regional Managers
Reported to by:	Programs Department Staff (primarily Center Managers)
Staff Directly Managed:	16 (perhaps more in the future)
Total Staff Supervised:	4 (perhaps more in the future)
Budget Amt Managed:	1,470,000 RMB (direct influence)
Assets Managed:	NA

Key Skills and Abilities

- Bachelors Degree Required, preferably in Social Sciences or related discipline, Masters Degree preferred
- 8-10 years working experience and five years' nonprofit experience with at least three years' experience in a management role
- Highly skilled at project management, team supervision and systems of accountability; able to manage multiple projects and responsibilities at once; ability to meet deadlines
- Demonstrable success in implementation, monitoring and evaluation of programs
- Knowledge and experience of theories, tools and metrics for project design, planning— including logic model-- and management of execution
- Must demonstrate ability to take executive decisions and exercise sound judgment in the interest of the organization and programs
- Ability to perform under stress and thrive in a fast-paced, intense work environment
- Must demonstrate ability to participate in high-level meetings, external events and fundraising efforts with the Executive Director, Board of Directors, and strategic partners
- Availability to work long hours, travel and attend events on evenings and weekends
- Capacity for analysis and strong conceptual thinking
- Ability to work easily and effectively with a wide range of people, practicing leadership, motivation, team building and conflict resolution
- Passion and interest in social justice and/or social change work
- Excellent attention to detail and ability to coordinate different tasks simultaneously
- Excellent Chinese and English language skills
- Proficiency with MS Office Suite especially Outlook, Word, Excel and PowerPoint
- Experience and interest in working with migrants and/or marginalized populations is a plus

Other Information

Employment Type:	Full Time
Level:	Regional Manager (D2)
Salary Range:	Provided upon application
Degree:	Bachelors
Experience (years):	8-10
Job Location:	Beijing, China
Post Date:	May 15, 2010

To Apply

Please send cover letter and resume to recruit@cmc-china.org. If you would like to learn more about CMC, please visit our website at www.cmc-china.org.