

Job announcement

ClientEarth

Senior Grants Officer - Beijing

- Location:** China, Beijing preferred (hybrid work possible).
- Salary:** CNY 290,000
- Reports to:** Grants Manager (based in London, UK).
- Contract Type:** Permanent

Background

We are a non-profit using the power of the law to bring about end-to-end systemic change: informing, implementing and enforcing the law, drafting and advising decision-makers on policy, building legal expertise, and ensuring citizens' access to the laws that defend them. We take governments to court – and win. We force polluting industries to shut down. We protect irreplaceable forests and vulnerable species. We empower people and NGOs with the legal rights to bring forward environmental battles of their own. Using the law means that we create real, long-lasting and embedded change. We're working to secure a lasting civilisation in which people and nature thrive together. We work in partnership across borders, systems and sectors, ingeniously using the law to protect life on Earth.

Purpose of the role

The Senior Grants Officer will be a member of the Grants Management Team as part of the wider Development Department, to manage a large portfolio of grants that fund the organisation's work in China and in time, the rest of Asia.

ClientEarth's Development Department is responsible for raising funds to enable the organisation to deliver its mission – using the power of the law to protect our planet. The department is formed of several fundraising strands: an established grants programme, securing funding from trusts, foundations, and institutional donors; a newly formed Digital Fundraising team raising income from the public; and

the Philanthropy team, working with a wide range of individuals and organisations to raise primarily unrestricted gifts to support ClientEarth's work.

[ClientEarth's China programme](#) works closely with progressive actors in the Chinese government to develop strong, modern, and multi-stakeholder environmental and climate governance, mitigating China's environmental and climate impacts both nationally and internationally and supporting China to play a leading role in global environmental governance.

As this role is focused on grant management, it will primarily involve:

- Working with the Grants Manager, the Law and Policy Advisor in the China team, and the China and Asia programme teams, to effectively deliver a work plan comprising a busy reporting and renewal schedule.
- Coordinating internal teams including the Finance, Programmes, Communications and Operations teams to produce and review the required materials to satisfy grant and funding requirements.
- Maintaining and strategically utilising the Development department's databases of information (including Raiser's Edge and SharePoint), and
- Representing the Development team, the China and Asia teams, and ClientEarth at external meetings with relevant stakeholders, to cultivate and steward new or existing funder relationships.

Working relationships

The Senior Grants Officer will work under the supervision of the Grants Manager (based in London) and report directly to them and will be part of the overall Grants Management Team.

The post holder will work closely with the China team, developing and holding key relationships with relevant other programmes internally, and will contribute to building and maintaining key relationships with some of ClientEarth's largest funders.

Key responsibilities

Funding portfolio management

- Have complete oversight and knowledge of their grants portfolio, including a sound understanding of the philanthropic, institutional and statutory funding mix. This funding portfolio specifically, will include some of ClientEarth's largest funders and grant values that fund our work in China and the rest of Asia.
- Independently process and review grant agreements, to ensure appropriate narrative and financial reporting requirements, and flag any inconsistencies with programmatic, communications and organisational needs.

- Draft and deliver timely and concise material (including cases for support, funding proposals and reports) by absorbing and taking on board the technical legal aspects of the work and transposing it into language that will resonate with external audiences.
- Work with the Grants Compliance Manager to ensure ClientEarth and its sub-grantees are fully compliant with the requirements in funding agreements.
- Cultivate and steward all relevant internal and external stakeholders (including funding portfolio managers, programmatic experts, and partners) in coordination with the China team and, where needed in coordination with other members of the Development team.
- Prepare reports and analyses on trends of own funding portfolio to advise and inform the Grants Manager, Head of Grants, Law and Policy Advisor (China), and Chief Representative for China, on progress, risks, opportunities, and strategic development of the portfolio and future grant management strategy.
- Work with programme teams and Monitoring, Evaluation and Learning team to develop and improve activity and outcome monitoring and tracking to accommodate an increase in complexity of own funding portfolio.

Internal and external communications

- Maintain and strengthen relationships with funders, through timely communications in relation to the work they fund, broader organisational developments and strategy and by attending funder meetings.
- Act as the main contact point for Trust, Foundation, and Institution portfolio managers to provide updates on the programmatic work, and to formally report back on financial, organisational and technical issues.
- Arrange and coordinate internal programme team meetings and strategy sessions to keep on top of the latest programmatic developments and plans that are relevant to the portfolio of the post-holder.
- Liaise with the China and Communications Teams to stay up to date with communication materials that are relevant for the post-holder's funding audience(s), and
- Attend donor and grantee gatherings and workshops (Beijing), and fundraising events, cultivation and stewardship dinners and workshops, occasionally (London).

Project management

- Closely monitor progress of project implementation, and work with project teams to ensure the efficient and timely delivery of all deadlines in line with grant agreements.
- Effectively and independently manage reporting and grant renewal process from start to completion including working with the China and Asia teams (and other ClientEarth teams and necessary), to ensure input from all avenues to complete proposals and reports in a timely and high-quality manner; and,

- Report and inform the Grants Team, China and Asia team leads, and Senior Leadership Team on progress of deadlines and income targets of the post-holder's portfolio.

Financial planning and budget handling

- Have oversight and understanding of the medium-long term financial budgetary needs and requirements of the organisation, and work with the Grants Manager, Head of Grants, and China and Asia teams, as well as the Finance team, to develop funding strategies to meet those needs within own portfolio.
- Work with Finance and China and Asia teams to develop individual budgets for funding proposals.
- Have oversight and understanding of the budgetary needs of the China and Asia teams to advise and inform the Grants Manager, Head of Grants, and China and Asia teams, on the identification and prospecting of new funding avenues; and,
- Work with the China and Asia teams, Grants Manager and Finance team to develop and improve budget monitoring and tracking to accommodate an increase in complexity of own funding portfolio.

Systems and processes

- Maintain funder database systems (Raiser's Edge) and other organisational databases (SharePoint) on a daily basis, and,
- Assist the Head of Grants, and China and Asia teams, by contributing to the development and improvement of policies, procedures, and strategy where relevant and needed.

Person specification

Experience and knowledge

- At least 7 years track record working in a grant management or project management role for an NGO, philanthropic entity, private or public entity (essential).
- Experience in managing six and/or seven figure grants/gifts (essential).
- Experience of reporting to private foundations including trusts and foundations (essential).
- Experience drafting proposals and securing funding from foundations and other funding institutions (six and/or seven figure grants/gifts) (essential).
- Significant knowledge of budgeting, and organisational finances (essential).
- Knowledge of the policy and operating environment for NGOs in the Chinese context (desirable).
- Experience working in international contexts, with remote partners (desirable).
- Experience of working with public funding institutions (desirable).
- Understanding or knowledge of environmental issues relevant to ClientEarth's work in China and Asia (environmental law and policy, climate change mitigation, biodiversity and ecology, air pollution, litigation, judicial capacity building, green finance) (desirable).

Key competencies

- Fluent (CEFR level C2) in Chinese (essential) and fluency (CEFR level C2) in English (desirable).
- Excellent organisational skills and efficient management and prioritisation of multiple tasks and deadlines (essential).
- Ability to respond to competing deadlines and manage multiple tasks and priorities within a working environment (essential).
- Excellent interpersonal and teamwork skills, with the ability to foster positive working relationships with diverse internal and external individuals across different geographies, including and especially with funders (essential).
- Ability to work well under pressure (essential).
- Excellent writing, editing and verbal communication skills (essential).
- Ability to execute work independently and take the initiative when required (essential).
- IT skills (able to use MS Office, Video Conferencing tools, and social media at user’s level) (essential).
- Comfortable with remote or matrix management and working in a global organisation, across different time zones (essential).
- Commitment to ClientEarth’s vision, mission, values, and a working style which reflects these (essential).
- Ability to work with fundraising databases and internal information management systems (e.g. Raiser’s Edge, SharePoint) (desirable).

How to apply

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in English and in strict confidence by email only to Isabel Leal at isabel@darylupsall.com. Please ensure that they are sent as pdf documents with the titles “your name cover letter” and “your name CV” Please put “ClientEarth – Senior Grants Manager Beijing” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is Sunday 19th June 2022

Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.