



**WORLD
MONUMENTS
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Executive Director, WMF in China

Position Title: Executive Director, WMF in China

Reports to: Chief Representative, World Monuments Fund (USA) Beijing Representative Office

Location: Beijing, PRC

This position must have the right to work and live in the PRC

I. Position Summary

World Monuments Fund (WMF) is seeking an Executive Director for its Beijing Representative Office. This position will lead the day-to-day operations of this ambitious office to safeguard irreplaceable heritage in the People's Republic of China as detailed in WMF's regional strategic plan, aligning with and supporting World Monuments Fund in its global mission. This is a highly rewarding opportunity for a creative and energetic leader to make a real difference in the conservation of extraordinary historic buildings, landscapes, and monuments and to the people who care for them.

We are looking for someone who will take the lead on operating and managing this new office, under the direction of the Chief Representative of WMF's Beijing Representative Office. Candidates should have a proven track record as a big-picture and creative thinker with the vision and skills to successfully support heritage conservation projects executed by experienced regional project directors through communications, advocacy, and partnership building. This role will oversee the daily operations of WMF's Representative Office in Beijing; manage relationships with government officials, leading supporters, and stakeholders; oversee external communications in China; and organize events; while keeping the Chief Representative and WMF Headquarters (WMF HQ) apprised of all activities. Flexibility and nimbleness to respond to needs and challenges as they emerge is critical, ensuring a balance of big picture strategic planning and carefully crafted deliverables is maintained.

This position will report to the Chief Representative of WMF's Beijing Representative Office and will be supported by an Office Manager. This position will meet regularly with the Executive Vice President of WMF.

About World Monuments Fund

World Monuments Fund (WMF) is the leading independent organization devoted to safeguarding the world's most treasured places to enrich people's lives and build mutual understanding across cultures and communities. The organization is headquartered in New York City with offices and affiliates in Cambodia, France, India, Peru, Portugal, Spain, and the UK, as well as the Representative Office in China. Since 1965, our global team of experts has preserved the world's diverse cultural heritage using the highest international standards at more than 700 sites in 112 countries. Partnering with local

communities, funders, and governments, WMF draws on heritage to address some of today's most pressing challenges: climate change, underrepresentation, imbalanced tourism, and post-crisis recovery. With a commitment to the people who bring places to life, WMF embraces the potential of the past to create a more resilient and inclusive society.

II. Responsibilities

- To ensure that all activities of WMF in China are conducted in compliance with local laws, regulations, and registration requirements, maintaining good relationships with government authorities.
- To develop and execute a WMF in China strategy and manage the operational budget that contributes towards WMF's global mission and priorities.
- To lead and manage a high-performing team for the WMF China Representative Office, ensuring alignment with organizational culture and compliance with local labor laws.
- To ensure financial viability and successfully steward resources
- To grow the WMF in China International Council Chapter of heritage supporters and organize events for members.
- To work closely with the Chief Representative on governance, operational, and financial reporting as needed by WMF HQ and the Beijing City Government.
- To oversee external communications in China about the WMF in China Representative Office and global WMF activities, keeping WMF HQ apprised of all media plans and press coverage
- To liaise with the WMF global office heads as an active member of WMF's International Leadership Team, contributing to the organization's global mission.
- To work with the region's Project Director(s) to engage WMF in China International Council members and institutional partners with regional projects as needed.
- To work with WMF Headquarters, to formulate and achieve annual goals and objectives (OKRs).
- To ensure the long-term sustainability of the presence of WMF in China, through effective leadership, the overall management and administration of WMF's Representative Office in Beijing, as well as in the execution of the organization's policies.

III. Key Result Areas

To provide the leadership to deliver the agreed vision, strategy, values, and specific objectives of WMF in China by:

- Develop a strategic plan that details project management, communications, and outreach goals for China for approval by WMF Headquarters.
- Cooperate with WMF headquarters to pursue the global agenda including the World Monuments Watch™ Program, the International Council, and other worldwide initiatives.
- Ensure financial stability through cultivating and managing strong relationships with partners and event sponsors.
- Strengthen existing and build new relationships with strategic partners, the national and local governments, and other stakeholders in China.

- Steward operations and projects in China through sound management of finances and resources
- Create and maintain strong relationships with press and influencers to raise awareness of WMF's mission and projects.
- Explore new projects in China with WMF Project Directors, and successfully promote WMF's contributions.

IV. Qualifications

- Education and Experience
 - A Master's degree in a relevant field such as Nonprofit Management, Public Administration, International Relations, Business, Cultural Heritage
 - At least 8–10 years of progressive leadership experience, including prior experience as an executive or senior manager in an international nonprofit, cultural organization, or related sector.
 - International work experience highly recommended
 - Demonstrated success in working independently and proactively to develop successful relationships and partnerships with individuals, foundations, and corporations in China
- Skills
 - Fluency in English and Mandarin is required; other languages are a bonus
 - Highly organized and detail oriented with a demonstrated ability to manage multiple priorities and projects and meet deadlines in fast-paced environment
 - Exceptional oral and written communication skills in Mandarin and English
 - Excellent presentation skills and the ability to communicate clearly and effectively
 - Strong interpersonal skills, including the ability to interact with multicultural partners and board members
 - Proven ability to develop and execute strategic plans and manage budgets. Strong financial acumen and experience with governance and compliance reporting.
 - Computer fluency in Microsoft environment (Outlook, Word, Excel, and PowerPoint) and in mobile application environment [WeChat, Xiaohongshu (Red Note), etc.]
 - Ability to work occasional nights and weekends, for both events and global Zoom meetings, with some domestic and international travel, as needed. Comfort with working across many time zones, with the global headquarters located in New York

V. EEO Statement

World Monuments Fund (WMF) is an equal opportunity employer and considers applicants for all positions regardless of race, color, religion, creed, gender, age, disability, and/or any other legally protected status.

VI. Compensation

Compensation is based on experience, with an expected range of RMB 360,000 – 500,000 per year before tax.

VII. Application Procedure

- Qualified applicants are encouraged to apply by July 30, 2025.
- Please submit a cover letter and resume to jobs@wmf.org
- Only those whose applications are being considered will be contacted.

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