



for a living planet[®]

JOB DESCRIPTION

Position title:	Junior Conservation Ambassador (Fundraising Position)
Reports to:	Member Acquisition Manager
Location:	Singapore
Start Date:	Immediate
Duration:	6 months fixed term contract (renewable)

Join the leading global conservation organisation and make a difference in the lives of people, places and species around the world with an opportunity to grow with the WWF family.

- I. Mission of WWF Singapore:** To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual donor fundraising, major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.
- II. Major Functions:** As part of the Marketing and Member Engagement Department, the Fundraisers are the ambassadors of WWF Singapore, focusing particularly on the man-on-the-street with the aim of developing a stronger commitment towards conservation and converting them into regular or one-off donors.
- III. Major Duties and Responsibilities:**
 - Engage with the general public on a day-to-day basis, through road shows, events and house visits
 - Responsible for fundraising from individuals or members of the public
 - Create awareness to support global conservation efforts of WWF
 - Well versed with WWF's goals and objectives for awareness and education to the prospective donors
 - Attend regular training and discussions for improvement
 - Potentially assist in delivering trainings along with manager
- IV. Profile and Required Qualifications**
 - Young, vibrant, passionate and determined to make a difference
 - Strong team player
 - Open to challenges with a can-do attitude
 - Excellent verbal communication skills
 - Minimum 'A' Level Education
 - Fresh graduates are most welcome to apply
 - Experience in sales or fundraising will be an added advantage
- V. Working Relationships:**
 - **Internal** - Work closely with the Member Acquisition Manager on learning and improving the technique and tactic to raise funds for WWF-Singapore
 - **External** – Spread the knowledge and conservation awareness to the public and engage them to be our regular donors.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

Interested applicants can email a cover letter and CV in English to hr@wwf.sg with subject line "Junior Conservation Ambassador" Deadline for receiving applications is on 31 January 2015.