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JOB DESCRIPTION

Position title:	Philanthropy Manager
Reports to:	Director, Marketing and Corporate Engagement
Supervises:	None
Date:	March 2012

I. Mission of the Department : To ensure a high-performing WWF Singapore Office with efficient operating systems, professional and skilled staff, and strong financial resources, delivering corporate responsibility partnerships as well as major donor relations, to raise funds for WWF's priority conservation activities in Singapore and the Asia Pacific region.

II. Major Functions: Leads and manages all aspects of the major donor relationships at WWF Singapore, including researching and recruiting new individual donors as well as planning, implementing, managing and coordinating the stewardship activities of WWF Singapore.

III. Major Duties and Responsibilities:

- Manages a portfolio of WWF major donors and prospects in order to generate and maintain significant gifts for WWF's conservation work
- Develops and maintains an annual major donor strategy and workplan, including tracking and monitoring prospects and donors through all phases: identification, cultivation, solicitation, stewardship and renewal
- Identifies new major donor prospects and develops and implements cultivation strategies to turn prospects into WWF supporters
- Prepares strategy and briefing documents for meetings with major donors, cultivation events for individuals, and manage follow-up activities to secure major gifts
- Provides the Board of Directors, CEO and Director of Marketing and Corporate Engagement with all relevant information about WWF donors with whom they maintain relationships, keeping them up to date on donor activities
- Prepares and presents highly customized, compelling funding proposals to major gift prospects.
- Manages cultivation and stewardship activities of existing major donors to increase their affinity and grow their support for WWF
- Ensures appropriate and timely follow-up of donors following the receipt of financial commitments (gift acknowledgement, coordinating thank-you's, ensuring the implementation of donor recognition activities)
- Works closely with other WWF colleagues to coordinate the complexities of major partners' collaboration
- Performs other duties as required.

IV. Profile:

Required Qualifications:

- Bachelor's degree in Business Administration, Marketing or related field
- At least five years of experience in major donor fundraising, with demonstrated success in engaging with major donors for fundraising in not-for-profit organizations
- Proven track record of generating significant gifts from high net worth individuals

- Experience and expertise in developing relationships with major donors and crafting major donor strategies to secure results.

Required Skills and Competencies:

- High ethical standards of behavior, good judgment, respect for others, confidentiality and attention to detail
- Excellent writing and oral presentation skills in English
- Demonstrated ability in project management and relationship management
- Strong interpersonal and communication skills in a multicultural environment
- Thoroughness and attention to detail
- Strong network of personal contacts and ability to extend this network extensively
- Interest and knowledge of conservation and sustainable development
- Established knowledge and experience of the not-for-profit sector, preferably of environmental non-government organizations, and including governance and regulatory compliance
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

V. Working Relationships:

Internal: Interacts with the Board of Directors, CEO, and Director of Marketing and Corporate Engagement. Works closely with the Public Engagement and Education departments of WWF Singapore.

External: Interacts with existing major donors, prospects and planned gift contributors and their advisors.

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 organizational needs.

Interested applicants should send a CV and cover letter to hr@wwf.sg. Please indicate the position applied for in the subject line.