



for a living planet[®]

JOB DESCRIPTION

Position title: Corporate Account Executive / Senior Executive

Reports to: Senior Manager, Corporate Partnerships

Date: 1 June 2018

I. About World Wide Fund for Nature, Singapore (WWF)

WWF-Singapore is a Singapore-registered charity, part of WWF International – one of the world's largest and most respected independent conservation organisations. We protect critical resources for people in Singapore by driving change across government, business, civil society and local communities. As one of WWF's global hubs, WWF-Singapore supports global conservation goals. We address issues such as deforestation, haze pollution, seafood sustainability and illegal wildlife trade in network that spans over 100 countries.

II. Major Duties and Responsibilities:

The Corporate Account Executive/Senior Executive is responsible for managing global and local partnerships based in Singapore. One of which will be an event heavy volunteer centric programme. As part of the Fundraising department, Executive/Senior Executive will contribute to bringing conservation knowledge to the local community, focusing particularly on corporate donors by developing effective partnership models and marketing strategies.

Volunteer Programme Management and Partner Coordination

Volunteer Programme with a Corporate Partner

External Relationships: Employee-Volunteers from the Partner and WWF Volunteers

Internal Relationships: Communications Team, Education Team, Conservation Team, Community and Engagement Officer, Corporate Accounts Team

- The Officer will primarily be in charge of the Volunteer Programme deliverables.
- Assist and provide input in the development of the volunteer programme.
- Make sure that volunteer activities are done based on plan.
- Follow-through on the volunteer management plan to engage 450 employees and 350 non-employees under the Programme.
- Archive and report results of the volunteer activities.
- Maintain great working relationship with the external and internal stakeholders of the programme.

Account Management and Partner Coordination

Other Corporate Accounts with Corporate Partners

- Work closely with Account Manager and Senior Manager, to develop long-term strategies related to a given partner
- Lead/assist the day to day operations, marketing and strategic development of a given partnership in order to ensure that the deliverables are executed flawlessly and targets are achieved.

- Lead/assist with planning and execution of partner activation efforts (events, green talks, etc) cultivating relationships with the ability to effectively communicate and implement timely solutions as well as opportunities for growth.
- Proactively identify partner's issues, communicate and implement timely solutions as well as opportunity for growth.
- Multi-task and account manage various corporate accounts from small to big accounts with excellent ability to monitor, track the progress of the partnership and manage a given budget.
- Keeping accurate records pertaining to inventory, budget and account notes, communicate clearly the progress monthly/quarterly initiatives to internal and external stakeholders (internal and external reports).
- Assist the Account Management Team to ensure existing corporate donors from local and global partners are stewarded appropriately, resulting in profitable long term partnerships.
- Coordinate meetings with the partner and support them in the development of the marketing activation tool kit.
- Develop case studies on our partnerships. Share best practices of local activations.

III. Profile:

Required Qualifications

- BA/BS in Business, Corporate Marketing, Events, Advertising or Communications preferred.
- Min. 2-3 years' experience in corporate marketing, agency environment and/or event management
- Fluent verbal and written communication skills in the English language. Bilingual is a plus.

Required Skills and Competencies

- Possesses a strong account management or client servicing skills
- Proven record of excellent budget and tight time management skills.
- Can multi-task and account manage various corporate accounts from small to big accounts
- Excellent interpersonal skills with the ability to develop and maintain strong working relationships with internal and external parties of different backgrounds.
- Adaptability, strong problem solving skills with attention to details
- Great listening, negotiation and presentation skills
- Proactive with the ability to organize/manage the accounts with little supervision required
- Fluent in MS Office Suite. Experience in Adobe Suite is a plus.
- Plans and organizes/ manages the job independently and pro-actively
- Adheres to WWF's values which are: Knowledgeable, Optimistic, Determined and Engaging

IV. Working Relationships:

Internal – Ensure intra and inter-department collaboration for the optimal use of resources and organizational alignment. Work closely with the Corporate Relations department to create creative means of fundraising.

External – Coordinates with external vendors relating to events and communications materials production.

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.

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