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## JOB DESCRIPTION

<b>Position title:</b>	Donor Acquisition Associate
<b>Reports to:</b>	Director of Fundraising
<b>Location:</b>	WWF Singapore Office
<b>Duration:</b>	6 month contract (Contract to Perm)
<b>Working hours:</b>	<b>5 days per week</b> , Monday – Friday, 9:30am – 6:30pm

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 Fundraising Department, the Donor Acquisition Associate are the ambassadors of WWF Singapore, mainly focusing on raising awareness and funding from potential donors, developing a stronger commitment towards conservation and convert them into regular donors.

III. **Major Duties and Responsibilities:**

- Create public awareness to support WWF's conservation efforts globally
- Acquire potential individual donors via campaigns and pledges
- Advocate / Manage multiple supporter campaigns
- Write copy for direct marketing scripts
- Participate in Donor Engagement Events and WWF conservation works (Occasionally)

IV. **Profile:**

**Required Qualifications**

- Excellent spoken English is a must
- Have a great personality with a natural charm and an easy going attitude
- Have 'people skills' where you come across the phone as a genuine person
- Know how to handle a call and listen for sales cues to guide it to a successful outcome
- Be highly motivated, self-driven with a desire to achieve

**V. Working Relationships:**

**Internal** – Work closely with the fundraising 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 organizational needs.

Interested applicants can Email a cover letter and CV in English to [hr@wwf.sg](mailto:hr@wwf.sg) with subject line “Donor Acquisition Associate”.