



for a living planet[®]

JOB DESCRIPTION

Position title:	Donor Engagement Associate
Reports to:	Director of Fundraising
Location:	WWF Singapore Office
Duration:	6 month contract (Contract to Perm)
Working hours:	5 days per week , 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 Engagement Associate are the ambassadors of WWF Singapore, focusing particularly on raising awareness and funding from existing regular donors, developing a stronger commitment towards conservation, and upgrading or reactivating them back into regular donors.

III. **Major Duties and Responsibilities:**

- Engage our existing donors to share the upcoming campaigns and WWF conservation efforts
- Call donors to upgrade their regular gifts, reactivate lapsed regular gifts, or convert donors or petition signatories to regular monthly donors
- Maintain good relationships with WWF supporters and a high level of donor care
- Advocate multiple supporter campaigns
- Write copy for direct marketing scripts

IV. **Profile:**

Required Qualifications

- Excellent spoken English is a must
- Target driven mindset 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 with subject line “Donor Engagement Associate”.