



for a living planet®

JOB DESCRIPTION

Position title: Field Fundraising Team Leader

Reports to: Fundraising Director

Location: Singapore

Start Date: December 2015

- I. **Mission of Department:** WWF is the world's largest conservation organization and our mission is to conserve nature and reduce the most pressing threats to the diversity of life on Earth and every day our field fundraising team helps us achieve this mission by speaking with people to let them know about our conservation work, inspiring them to contribute financially.
- II. **Major Functions:** Face to face Fundraising Team Leader position will be a critical role in the WWF Fundraising team. Your role will be to build a new team of 5-6 sales professional who fundraising in various locations (shopping centres, street locations, and events) to help raise awareness about WWF's conservation work and secure ongoing donations. You role will be to lead from within your team, help develop core sales and fundraising skills and drive KPI's by training, coaching and motivating your staff.

You must have a positive attitude towards meeting new people, be available 5-6 shifts from Monday to Sunday on rescheduled work hours 10 am – 7 pm, and have the motivation to inspire the general public to sign up as a monthly sponsor for our amazing conservation work.

III. Major Duties and Responsibilities:

- Manage a team of staff who directly engage with the general public on a day-to-day basis, through road shows, events and house visits
- Coach, manage, train, and motivate your team to exceed their financial and non-financial KPIs
- Lead from the front and spend the majority of your time fundraising alongside staff members.
- Create public awareness to support global conservation efforts
- Assist from time to time with recruitment of staff or initial training of team members
- Be 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:

Required Skills and Competencies

- Proven track record in Field Sales (Coach or Team Leader but we will also consider a Sales Executive with proven experience).
- Unshakable interpersonal and communication skills.
- Effective at time management.
- An outgoing personality with great communication skills
- Positive attitude towards meeting new people
- Availability 5 or 6 days per week between Monday to Sunday (Excluding Saturday)
- Passion of our cause
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

V. Successful Candidate

- Meaningful, important work defending the planet
- Serious salary package including solid base and commission
- Autonomy to lead a team and be a pioneer
- Potential career progression into management roles – with plans to expand our Marketing and Fundraising Team, we are looking for people who might be able to fill those roles
- First class training & skills coaching programs (learn to be a leader and not just a great salesperson!)
- Fantastic work environment - social and ethical people

VI. Working Relationships:

Internal – Work closely with the Fundraising Director and your fundraising team on learning and improving the technique and tactic to raise fund 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 assign as necessary according to organizational needs.

Interested applicants can Email a cover letter and CV in English to hr@wwf.sg with subject line “WWF Field Fundraising Team Leader.” Application close Friday 11th December 2015.