



for a living planet®

JOB DESCRIPTION

Position title: Marketing Intern

Reports to: Fundraising Director

Location: Singapore

Duration: 6 month contract (Renewable)

Working hours: 5 days per week,

- 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 Marketing Intern, you will be working to support the marketing and fundraising team to support them in execution of fundraising and marketing campaigns.
- III. **Major Duties and Responsibilities:**

You will support the Marketing Department in the implementation of the fundraising program, and undertake the following major tasks, as well as other tasks assigned to you from time to time:

- Liaise with appointed marketing agencies to produce communications materials for campaign outreach and fund-raising; in some cases to assist in simple artwork adaptation or some copy writing
- Coordinate with event company and partners on the logistics and execution of our face to face roadshows and events program
- Provide administrative and operational support for our Direct Debit Donor Programme (DDDP) in peak periods, which includes donor relations, donor processing, and reporting
- Assist with some basic data analysis and reporting
- Assist public enquiries on membership or event participation
- Provide some support for coordination of the donor trips including some basic travel logistics and organisation of trips
- Assist in the prospect research and developing target lists for corporate and major donor fundraising Perform other duties as required

IV. Profile:

Required Qualifications

- Minimum "A" level graduate
- Fresh graduates are also welcome to apply
- Excellent verbal communication skills
- Can Do attitude
- Open to challenges
- Passionate and determined to make a difference
- Strong team player

V. Working Relationships:

Internal – work closely with fundraising and marketing team to support the fundraising program and activities."

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 "WWF Marketing Intern.