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JOB DESCRIPTION

Position title:	Member Development Associate
Reports to:	Director of Fundraising
Location:	Singapore
Duration:	6 month contract (Contract to Perm)
Working hours:	5 days per week , Monday – Friday, 10:00am – 7:00pm

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 Member Development Associate are the ambassadors of WWF Singapore, focusing particularly on raising awareness and increase the membership of WWF Singapore

III. **Major Duties and Responsibilities:**

- Increase the brand awareness of WWF and conservation efforts
- Implement new fundraising strategies & initiatives
- Acquire new members / donors for WWF Singapore during events / roadshows
- Lead & Train a team of Fundraisers and KPI setting
- Organize Fundraising Events & attend Conservation / Donor Events

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 “Member Acquisition Specialist”.