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## JOB DESCRIPTION

**Position title:** Senior Executive / Assistant Manager, Corporate Accounts

**Reports to:** Corporate Account Manager

**Starting Date:** 1 Jan 2019

### I. About World Wide Fund for Nature, Singapore (WWF)

**WWF-Singapore is a Singapore-registered charity, part of WWF International – one of the world's largest and most respected independent conservation organisations. We protect critical resources for people in Singapore by driving change across government, business, civil society and local communities. As one of WWF's global hubs, WWF-Singapore supports global conservation goals. We address issues such as deforestation, haze pollution, seafood sustainability and illegal wildlife trade in network that spans over 100 countries.**

### II. Major Duties and Responsibilities:

The Senior Account Executive / Assistant Manager, Corporate Accounts is responsible for managing global and local partnerships based in Singapore. One of which will be an event heavy volunteer centric programme. As part of the Fundraising department, this role will contribute to bringing conservation knowledge to the local community, focusing particularly on corporate partners by developing effective partnership models and marketing strategies.

#### **Volunteer Programme Management and Partner Coordination**

Volunteer Programme with a Corporate Partner

External Relationships: Partner Key Stakeholders, Employee-Volunteers from the Partner and WWF Volunteers

Internal Relationships: Communications Team, Education Team, Conservation Team, Community and Engagement Officer, Corporate Accounts Team

- The Officer will primarily be in charge of the Volunteer Programme deliverables.
- Lead and assist in providing input in the development of the volunteer programme.
- Lead and execute the planned volunteer activities, ensuring it is carried out effectively.
- Follow-through on the volunteer management plan to engage 450 employees and 350 non-employees under the Programme.
- Archive and report results of the volunteer activities.
- Maintain great working relationship with the external and internal stakeholders of the programme.

#### **Account Management and Partner Coordination**

Other Corporate Accounts with Corporate Partners

- Work closely with the Account Manager and Senior Manager, to develop long-term strategies related to a given partner
- Lead/assist the day to day operations, marketing and strategic development of a given partnership in order to ensure that the deliverables are executed flawlessly and targets are achieved.

- Lead/assist with planning and execution of partner activation efforts (events, green talks, etc) cultivating relationships with the ability to effectively communicate and implement timely solutions as well as opportunities for growth.
- Proactively identify partner's issues, communicate and implement timely solutions as well as opportunity for growth.
- Multi-task and account manage various corporate accounts from small to big accounts with excellent ability to monitor, track the progress of the partnership and manage a given budget.
- Keeping accurate records pertaining to inventory, budget and account notes, communicate clearly the progress monthly/quarterly initiatives to internal and external stakeholders (internal and external reports).
- Assist the Account Management Team to ensure existing corporate donors from local and global partners are stewarded appropriately, resulting in profitable long term partnerships.
- Coordinate meetings with the partner and support them in the development of the marketing activation tool kit.
- Develop case studies on our partnerships. Share best practices of local activations.

### III. Profile:

#### Required Qualifications

- BA/BS in Business, Corporate Marketing, Events, Client Servicing or Communications preferred.
- Min. 2-3 years' experience in corporate marketing, client servicing and/or event management
- Fluent verbal and written communication skills in the English language. Bilingual is a plus.

#### Required Skills and Competencies

- Possesses a strong account management or client servicing skills
- Proven record of excellent budget and tight time management skills.
- Can multi-task and account manage various corporate accounts from small to big accounts
- Excellent interpersonal skills with the ability to develop and maintain strong working relationships with internal and external parties of different backgrounds.
- Adaptability, strong problem solving skills with attention to details
- Great listening, negotiation and presentation skills
- Proactive with the ability to organize, own and manage the accounts with little supervision required
- Fluent in MS Office Suite. Experience in Adobe Suite is a plus.
- Adheres to WWF's values which are: Knowledgeable, Optimistic, Determined and Engaging

### IV. Working Relationships:

**Internal** – Ensure intra and inter-department collaboration for the optimal use of resources and organizational alignment. Work closely with the Corporate Relations department to create creative means of fundraising.

**External** – Coordinates with external vendors relating to events and communications materials production.

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.

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