



*for a living planet®*

## JOB DESCRIPTION

**Position title:** Tele Fundraiser

**Reports to:** Fundraising Director

**Location:** Singapore

**Duration:** 6 month contract (Renewable)

**Working hours:** **5 days per week**, 10am - 7pm (though subject to variation from time to time), Full time or part time hours available. Minimum of 25 hours 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 and Member Engagement department, the Telefundraisers are the ambassadors of WWF Singapore, focusing particularly on raising awareness and funding from existing one off and regular donors, developing a stronger commitment towards conservation, and upgrading, reactivating or converting them into regular donors. **There will be no cold calling required.**

III. **Major Duties and Responsibilities:**

- Create public awareness to support global conservation efforts
- Call donors to upgrade their regular gifts, reactivate lapsed regular gifts, or convert donors or petition signatories to regular monthly donors
- Be well-versed with WWF's goals and objectives for awareness and education to the prospective donors
- Attend regular training and discussions for improvement
- Maintain good relationships with WWF supporters and a high level of donor care

IV. **Profile:**

**Required Qualifications**

- Minimum 'O' Level; fresh passout are welcome to apply
- Excellent spoken English and fluency in Mandarin highly desirable
- Experience in tele-sales or fundraising will be an added advantage
- You are an action-driven person that enjoys achieving and exceeding targets
- You have energy, passion and self-confidence that is combined with strong personal values and a genuine motivation for wanting to make the world a better place
- You have self-awareness and self-motivation to maintain a state of high performance

- You enjoy learning about yourself & others and are open to feedback & coaching
- You can influence others to take action through compelling conversations that connect on a personal level
- Strong team player

**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](mailto:hr@wwf.sg) with subject line “WWF Tele Fundraiser”.