JOB DESCRIPTION

Position: Head of Resource Mobilisation – Asia Pacific

Reports to: Conservation Impact Director – Asia Pacific

Dotted line report: Global Fundraising Director – WWF International

Supervises: One or more regional positions

Location: A WWF Office in the Asia Pacific region

Date: October 2019

WWF’s strategy harnesses the strengths of the WWF network in a shared vision, focusing on six major goals - water, wildlife, the ocean, climate and energy, forests, and food – and three key drivers of environmental problems – markets, finance and governance. Our vision is to protect and restore nature for the benefit of people and the planet in support of the sustainable development goals.

In support of this strategy WWF International is designed to unite WWF offices and its near 6,400 staff around the world. This enables WWF to build strong partnerships across the world with government, business, civil society and individuals. Together, we will deliver on WWF’s ambitious goals.

WWF Asia Pacific is a Regional Office that oversees the Country Offices that are managed by WWF International in the region (Greater Mekong; (Myanmar, Cambodia, Laos, Thailand and Vietnam); Pacific; (Fiji, Papua New Guinea and Solomon Islands); and Mongolia).

I. MISSION OF THE ROLE:

Supports and advises WWF International managed Country Offices in Asia Pacific to drive growth on resource mobilisation and the development of public and private sector partnerships in alignment with Global Resource Strategy, Regional and Country strategies. Leads regional approach that identifies and agrees on common priorities and shares best practices between countries. Works in coordination with WWF International Fundraising and Public Sector Partnerships teams to deliver consistent support and good practices.

II. MAJOR FUNCTIONS:

- Fundraising for Regional initiatives, transboundary landscapes and network priorities for the Asia region
- To support WWF Country Offices in increasing and diversifying their income sources (bilateral and multilateral public sector partners, major gift donors, foundations, corporates) by providing strategic direction and capacity building in line with Regional and Country strategies
- Provide leadership in consultation with Country Offices in identifying and defining strategic partnerships with a view to increasing the mobilization of resources
- Build networks with the donor community to develop strong partnerships and awareness
- In conjunction with Conservation Impact Director and Regional Director provide strategic direction for...
grants acquisition and management by developing a focused and aligned regional strategy and business plan, based on relevant market understanding and analysis and Country Office needs

- In conjunction with the Conservation Impact Director, Regional Director and Country Directors be accountable for securing large/multi-country Public Sector Partnerships funding for priority programmes.

III. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Works with the Regional Senior Management Team and Country Teams to develop an integrated strategy that identifies themes attractive to donors, in particular Public Sector Partnerships, towards raising the required resources for implementation of the Regional and Country Strategies
- Works with the Regional Senior Management Team and WWF Network Donor Offices to conduct/update market scans for regional opportunities and guide similar market scans at the country level
- Works with WWF Global Practices (technical expertise) towards prioritization of opportunities in Asia Pacific and support the resourcing of specific large-scale initiatives that deliver on Regional and Country Strategies
- Collects, collates and communicates the latest information on resource mobilisation and Public Sector Partnerships for WWF Network Donor Offices and the Practices to help identify strategic opportunities with multilateral, bilateral, and national public sector institutions
- Ensure Country Offices track opportunities including Regional and Country level donor mapping, strategic direction and areas of alignment within the region
- Maintain and strengthen donor relationships at regional level, developing engagement strategies complementary to Regional and Country strategies for each donor or group of donors, using previous success and best practices in delivering conservation impact
- Work with the WWF Asia Pacific Growth Strategy (APGS) in partnership with Network Offices across the region (including Japan, Korea, China, Australia, New Zealand, India, Singapore, Indonesia, Malaysia and the Philippines) to deliver strategic funds for priority initiatives in the region and network prioritise
- Provide strategic direction for Regional and Country Office teams to pursue non-traditional funding sources, identifying emerging or untapped high potential donors and new emerging models
- Support the completion of processes for risk assessments and go/no-go decisions for potential opportunities, in line with WWF’s Environmental and Social Safeguards Framework and working closely with the WWF International Quality Assurance Team
- Lead the process of preparing large scale funding proposals, including grants, projects and corporate partnerships, in close collaboration with relevant Network Public Sector Partnership focal points and Corporate relationship managers
- Deliver proposals and reporting to ensure high quality and alignment with required donor formats and standards, and provide surge capacity for countries as and when it is needed and possible
- Represent WWF in meetings with partners and in Public Sector Partnership related forums
- Support, advise and build capacity in Country Offices on the development and management of the Public Sector Partnerships and Corporate Partnerships communities of practice in Asia Pacific including identification of best practice, capacity gaps, and training needs utilising WWF International Organisational Development and other support structures
- In accordance with WWF International Fundraising and Public Sector Partnership processes and the Regional and National Strategic Cycles, advise the Regional Director in setting annual grant income projections for the Country Directors Performance
- Line management of one or more positions, including recruitment, coaching, performance feedback and alignment of objectives with regional and team strategies.
Profile:

**Required Qualifications:**
- University degree in a sustainable development related field

**Required Skills and Competencies:**
- Demonstrated track record of successful grant acquisition from government and multilateral donors including proposal writing, project implementation and a demonstrated ability to prepare and edit high quality reports for major donors
- Demonstrated experience in donor relations, communications, project planning, project cycle and portfolio management, donor reporting
- At least 7 – 10 years’ international development experience, including management experience in relevant environment and development fields, including coordinating multi stakeholder processes, and/or public sector finance
- Good strategic visioning, ability to develop innovative and strategic partnerships
- Strong interest in promoting WWF shared values and has a strong interest in conservation
- Ability to provide support and training to staff and partners
- Ability to ‘translate” donor language related to guidelines and requirements to ensure that concept notes/proposals are compliant with donor requirements.
- Knowledge of policies, priorities, strategies and regulations of donors
- Strong financial and project management skills, with the ability to not only collate and report on program and financial data but to identify potential risks and opportunities for improvement
- Ability to engage at a strategic level with bilateral and multilateral donors, international organizations, host government ministries and partner NGOs
- Strong cross-cultural negotiation, partnering, networking and representational skills
- Fluency in both spoken and written English
- Ability to travel internationally on a regular basis
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly

**IV. Working Relationships:**

**Internal** – Liaises closely with counterpart Fundraising, Public Sector Partnership and Corporate Partnership team, Asia Pacific Growth Strategy Director, and Asia Pacific Growth Strategy Core Team members. Interacts extensively with Practices and Global Fundraising team, Country Offices, Regional initiatives and other departments at WWF International

**External** – Bilateral and multilateral public sector partners, donors, foundations, corporates other NGOs; conservation and development partners

This job description covers the main tasks anticipated from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Conservation Impact Director: Date:

Approved by Regional Director: Date: 3