WWF-PACIFIC

JOB DESCRIPTION

Position title: Regional Development and Donor Relations Manager
Reports to: Director, WWF-Pacific
           Works closely and in coordination with Asia-Pacific Development Team, APGS, WWF network offices
Supervises: Consultant(s) as needed
Location: Suva, Fiji
Date: March 2022

I. Background:

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).

WWF-Pacific has been working in the region for more than twenty years leading marine, coastal and terrestrial conservation efforts in Fiji, the Solomon Islands and Papua New Guinea. With the regional hub based in Suva, Fiji, WWF-Pacific is poised to grow to become a more impactful Program. Central to achieving success will be securing the necessary funding via a proactive, ambitious fundraising program. If you are motivated, innovative and interested in a challenge of a lifetime, this position may be for you.

II. Major Functions:

The Regional Development and Donor Relations Manager will be a member of the WWF-Pacific Regional Senior Management Team with responsibility to lead fundraising and donor relations across the Fiji, Solomon Islands and Papua New Guinea offices. The Manager will develop and maintain effective Public Sector, Corporate and other Donor partnerships while ensuring the effective coordination, monitoring and implementation of fundraising proposals.
III. Major Duties and Responsibilities:

- Principally responsible for securing financial resources necessary to successfully implement WWF-Pacific’s strategic plan with an annual fundraising target of USD$3-5 million.
- Develop and implement with Director Pacific a WWF-Pacific Fundraising Strategy that includes a donor-relations plan.
- Work with WWF-Pacific Director, Regional Conservation Director, Regional Operations Director, Country Managers of Solomon Islands, Papua New Guinea and Fiji, Shareholders/PSP Gatekeepers, and WWF Network on funding priorities of donors to identify opportunities for fundraising.
- Lead fundraising coordination with WWF-Int. and WWF-US, WWF-Asia-Pacific offices along with leads from WWF-Practices, Initiatives etc. to advance fundraising objectives.
- Lead effectively the coordination and preparation of proposals. Ensure concepts and proposals meet all the requirements of donors and align with the WWF Asia Pacific strategy and country priorities.
- Be responsible for identifying, researching, developing and maintaining strategic partnerships with Public sector. Private sector and individual donors in close consultation and coordination with the WWF Network with a focus on opportunities from the greater Asia-Pacific Region.
- Coordinate with Asia-Pacific fundraising team supporting regional fundraising efforts.
- Ensures all Environmental & Social Safeguards and Quality Assurance Control policies and procedures are adhered to during proposal development.
- Work with WWF-PPO Communications teams to develop relevant communication assets supporting donor engagement, particularly private and individual donors.

IV. Profile:

Required Qualifications

- Master’s degree in business management, conservation, development studies, political science or in relevant fields.
- At least 5 years of practical experience as a partnership or fundraising coordinator for a programme or project, 2 years of which should ideally be in the Pacific Region.
- Experience in developing and writing project proposals to aid agencies, foundations
- Successful fundraising experience with large-scale, multi country proposals ($2-3 Million USD at least).
- Successful track record of individual donor engagement and fundraising.
- Experience of advocacy and negotiating with Government and donors at all levels.
- Proven track record in successfully managing inter-institutional relations, preferably in government aid agencies.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations.
- Experience and familiarity with M&E approaches.
- Ability to work remotely with a geographically dispersed team across multiple countries.
- Familiar with conservation and natural resource management issues and with those in Pacific Region is an advantage.
- Familiarity with WWF donor offices is an advantage.

Required Skills and Competencies

- Proposal development writing skills
- Strategic thinking
- Presentation, communications, public speaking and negotiation
- Networking and interpersonal skills
- Fluency in written and spoken English
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identify and align with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.
V. Working Relationships:

Internal:
- Serve as an active Senior Management Team Member and proactively coordinating with Conservation staff across the PPO in Fiji, Solomon Islands and Papua New Guinea.
- Interact on a regular basis with RMT members, Strategy Managers and Technical Advisors. Support and facilitate the role of the national programme support staff and/or marketing & fundraising officers at country office levels.
- Coordinate and consult with the PSP Unit at WWF International and other WWF Network staff, especially those who have relations with partners in the region (e.g., PSP Gatekeepers in the National Organizations).

External:
- Interact with government aid agency donors, specialists/consultants, and other stakeholders.
- Cultivate partnerships and interact with the Private sector, Foundations and individual 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.

Prepared by Supervisor: ____________________________  Date: __________________

Accepted by Staff member: ____________________________  Date: __________________