REGIONAL DEVELOPMENT AND DONOR RELATIONS MANAGER

About WWF
The World Wide Fund for Nature (WWF) is one of the largest and most highly regarded conservation organization’s in the world and aims to stop the degradation of our natural environment and build a future in which humans live in harmony with nature.

The Role
Reporting directly to the Director Pacific whilst working closely and in coordination with Asia-Pacific Development Team, APGS and WWF network offices, the Regional Development and donor Relations Manager will be responsible to lead fundraising and donor relations across 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.

Duties and Responsibilities, not limited to:

- 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.

Required Skills and Experience:

- 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).

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.

**Remuneration:** An attractive package shall be negotiated with the successful candidate based on their appropriate knowledge and skills. Contract duration is for 2 years depending on annual performance review and funding availability.

**Applications procedures:** Interested applicants are encouraged to send an application, including a complete CV with full contact details of three referees in PDF format. Applications addressed to the Head of Human Resources, should be sent via email with the subject “Regional Development and Donor Relations Manager” to ppo.hr_recruit@wwfpacific.org by close of business, Friday 22nd July 2022. A copy of the job description can be downloaded from our website: www.wwfpacific.org

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.