



세계자연기금

F2F In-House Officer

WWF is one of the world's largest and most experienced independent conservation organisations, with over 5 million supporters and a global network active in more than 100 countries. Our mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. WWF-Korea was opened in 2014 and now is looking for passionate people who have the drive to conserve the nature and solve the environmental problems.

Location:

Seoul, Republic of Korea

Main purpose:

The In-House F2F Officer, who reports to Fundraising Director(or delegation), has specific responsibility for the successful implementation of street fundraising Acquisition fundraising project, to which WWF Korea commits a substantial investment. This position watches over the most effective of all fundraising activities while ensuring a timely and high quality execution. This position will mainly focus on in-house development, management and implementation.

Main responsibilities:

1. Implementation and management of in house Face to Face acquisition channel
2. Professional management of in-house face to face street fundraising team that will be comprised of teams of fundraisers and future supporting officers in HR, venue strategy and training.
3. Leads day to day operation including analysis, strategy development and sign-up donor management. The position will also be temporarily in charge of training and fundraiser recruitment until positions become necessary for those disciplines to be hired.
4. Develop income and expenditure planning and targets as delegated by Fundraising Director(or delegation)
5. Produces end of campaign reports for all projects undertaken and provided recommendation/proposal to Fundraising Director. (or delegation).
6. Manages production time schedules for all fundraising campaigns according to the strategic plan and ensures that all deliverables meet program timelines. Researches, selects and recommends the required suppliers to Fundraising Director. (or delegation).
7. Regularly collaborates with Fundraising team and other departments cross checking and validation of preferred use of content for Fundraising purpose.

8. Manages acquisition sign-ups by coordinating and tracking results thru software and Donors' Care Service team.
9. General Tasks
 - Implements effective cost control measures
 - Ensures that all work undertaken meets legislative and regulatory compliance
 - Ensures all work produced is in accordance with Code of Conduct
 - Feeds network with the material produced in campaigns
 - Contributes positively to team cohesion

Required Skills and Competencies

- Bachelor's degree in business, marketing and or related field
- Minimum +5 years of relevant work experience in face to face for NGOs and or business management
- Experience in managing and leading a team
- Highly creative with experience in identifying target audiences
- In-depth knowledge and understanding of fundraising
- Strong interpersonal, communication, negotiation and presentation skills.
- Strong analytical, problem solving and creative thinking skills, attention to detail and accuracy.
- Superior time management skills and ability to deliver to deadlines.
- Excellent MS office processing skills.
- Ability to work in a team and foster team spirit.
- Self-starter. Ability to work independently.
- Fluent in written and spoken Korean and English is preferred.

How to apply?

If you would like to learn more and soon join our team, please send us your application by email to info@wwfkorea.or.kr including a letter of motivation and resume. Please use the subject line to indicate which position you are applying for. Only short-listed candidates will be contacted. Many thanks for your interest in WWF-Korea and this opportunity!

Deadline for applications: May 7th, 2017

Further Info

Schedule: full-time

This job ad covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the incumbent. Other tasks may be assigned as necessary according to organizational needs. Only short-listed candidates will be contacted for interviews.

WWF-Korea's Mission and Values:

1. It is part of every staff member's terms of reference to contribute to WWF's mission. WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
 - conserving the world's biological diversity
 - ensuring that the use of renewable natural resources is sustainable
 - reducing pollution and wasteful consumption.
2. It is also part of every staff member's terms of reference to embody WWF's **values**, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.