



## **[MOP9/D4] TERMS OF REFERENCE OF FUNDRAISING OFFICER (FINANCE COMMITTEE)**

### **1. OVERALL PURPOSE OF JOB**

- To engage various donors and develop sustained relationships and acquire funding for EAAFP;
- To build the EAAFP Partnership brand and profile among various audiences within and outside of the region;
- build an EAAFP Supporter Program.

### **2. STAFF and Working RELATIONSHIPS**

- The Fundraising Officer will report to the Chief Executive, and liaise with other Secretariat staff, e.g. Program, Finance Officers, as appropriate;
- Work in close collaboration with Finance Committee, including quarterly meetings;
- Work with Partners, as appropriate, on individual funding, supporter programs.

### **3. KEY WORKING RELATIONSHIPS**

- Work with individual prospective and actual donors and supporters, to secure funds and provide regular communication and updates.

### **4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

#### **By main work area:**

#### **Fundraising**

- To develop a fundraising plan for the EAAFP and raise resources for the EAAFP and its programmes, focusing initially on Korea;
- Work with the CE in prioritizing targets, identification of prospective funding supporters and building and maintaining sustained relationships with those funders;
- To lead in developing initial ideas and concepts leading to high quality sponsorship or partnership proposals;
- To ensure quality reporting to the donors;
- To manage the record keeping and updating of the donor database;

- To assist the Chief Executive and other principals in managing key donor relationships;
- Review existing supporter programs, such the CMS Champions program and the Birdlife International “Fighting Extinction” Program, as well as supporter programs in Korea, e.g. WWF-Korea;
- Develop an EAAFP Supporter Program, including undertaking or commissioning a feasibility analysis to include initial market research, funding targets, options for structuring the program, governance mechanisms, marketing and maintenance strategies and measures of success;
- Ensure good donor engagement, including sending information (over and above reports) presenting project results in face to face meetings and via phone and internet;
- To monitor and evaluate donor relations, campaigns and appeals.

#### **Support for the Partners**

- Liaise with relevant EAAFP stakeholders – external and internal, including but not exclusive to government agencies, research bodies, etc;
- Support Partners in their fundraising planning and activities;
- Lead and manage when required, members of the partnership in developing multi-country project proposals to acquire funding.

#### **Others**

- Attend events, conferences, and other events for and on behalf of EAAFP;
- Collaborate with the communications teams to develop the profile of EAAFP;
- Coordinate with the programme teams and other stakeholders to ensure proper project management and delivery

### **5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>Requirement</b>	<b>Knowledge/Skills/Attributes</b>
<b>Minimum General Education</b>	Educated to graduate degree level
<b>Job Specific Education/Qualification</b>	General education background, ideally with sales, marketing and/or public relations experience
<b>Job Specific Knowledge</b>	Ability to initiate and build rapport with various audiences within the business sector in order to the engage and acquire commitment of support for the EAAFP
<b>Experience</b>	Good experience in team and project management, good track record of successfully negotiating agreements

<b>Management &amp; organisational skills</b>	Good communication, team management, organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good basic financial literacy (understanding budgets).
<b>Communications skills</b>	Strong verbal and written communication and presentation skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity while understanding acceptable protocols within various cultures.  Tact and diplomacy in dealing with people and outside organisations at all levels. Pleasant, professional and confident telephone and interpersonal manner.
<b>Creativity &amp; Initiative</b>	Able to summarise and simplify complex information. Able to come up with solutions for complex problems and think creatively.
<b>Computer Literacy</b>	IT literate (Word, Excel, Access, Power Point, databases, email and internet), able to use other office technologies, able to type with speed and accuracy.
<b>Languages</b>	Fluent in English and, if required, Korean
<b>Travel requirements</b>	Willingness to travel.
<b>Other key requirements</b>	Interest in international conservation and sustainable development.  Discretion with confidential correspondence and other matters.  Able and willing to work flexibly to meet deadlines when circumstances require.