



for a living planet[®]

JOB DESCRIPTION

Position title:	Head, Major Donors
Reports to:	Director, Development Department
Supervises:	Major Donor Managers, Events staff and Analysts
Grade:	Competitive package (B2)
Location:	Gland, Switzerland
Date:	January 2010

- I. **Mission of the Department:** To raise funds for WWF's Conservation Programmes and WWF International and support collective fundraising efforts by the Network.
- II. **Major Functions:** The Head, Major Donors leads and manages all aspects of the major donors relationships at WWF International. This includes The 1001: Nature Trust and the various other High Net Worth Individuals (HNWI) activities and catalyses activities amongst these groups by the Network. S/he is responsible for researching and recruiting new individual donors, and planning, implementing, managing, and coordinating the stewardship activities of WWF International Major Donors. The Campaign for a Living Planet is a new initiative to stimulate work in this area and for which the Head will have particular responsibilities.
- III. **Major Duties and Responsibilities:** The Head will work closely with the Director of Development Unit and the Major Donors Team in the planning and implementation of all major gift fundraising activities programme including :
 - Plays a key role in supporting, implementing and helping to further develop all aspects of the Campaign for a Living Planet;
 - Within that context explores and formulates plans for the further development of The "1001", HNWI and other similar mechanisms;
 - Identifies the highest-potential prospects in Major Donors plans in order to implement, manage and coordinate a proactive stewardship programme to strengthen their affinity to WWF International. The activities of such a programme will include : organisation of special events, detailed follow-up with participants, general coordination and delivery of services; distribution of reports, newsletters, and other information to members; arranging visits to WWF International headquarters and projects sites; and similar "relationship-building" activities;
 - Assists other staff, officials, volunteers, and others associated with WWF International in the evaluation, researching, cultivation and solicitation of the highest-potential prospects in Major Donors;
 - Ensures appropriate and timely follow-up of donors following the receipt of financial commitments (gift acknowledgement coordinating thank-you's, ensuring the implementation of donor recognition activities, etc);

- Prepares an annual Action Plan for the recruitment and stewardship of new prospects and HNWI; regularly monitors progress against the Plan; implements course corrections against the Plan as required;
- Works collaboratively with WWF staff, consultants and volunteers in select National Organizations (NO's) involved in the recruitment and stewardship of The 1001 and HNWI.

IV. Profile:

Required Qualifications:

- Minimum undergraduate university degree, preferably in the field of marketing, sociology, communications or public relations;
- Minimum seven years' experience in the field of fundraising, including minimum three years' experience in the field of major gift fundraising;
- Comprehensive knowledge of major gift fundraising methodology including prospect research, proposal preparation and the cultivation, solicitation and stewardship of major donors.

Required Skills and Competencies:

- Superior interpersonal and communications skills, particularly with high-level individuals in a multinational environment;
- Strong network of personal contacts and ability to extend this network extensively;
- Strong diplomatic skills, sensitivity to political issues and interest in conservation;
- Thoroughness and attention to detail and ability to work independently;
- Experience working in international environment and with people from different cultural background;
- Energetic, proactive, willing to learn, and capable of positively working in a team;
- Fluency in English and French, knowledge of Spanish and/or any other languages an asset;
- Adheres to WWF's values, which are: *Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.*

V. Working Relationships:

Internal: Interacts regularly with other Fundraising, Conservation and Management staff of WWF International and the WWF network as required in fulfilment of duties.

External: Interacts with current and prospective major donors, members of The 1001 as required in fulfilment of duties.

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.

VI. To apply

Email a cover letter and CV to recruitments@wwfint.org stating where you saw the post advertised

For more information on the position, please consult our website www.panda.org/jobs

Deadline for applications: 28 February 2010