

TERMS OF REFERENCE

Job Title	Corporate Partnership Manager
Supervisor	Partnership Director
Directorate	Partnership Directorate
Working Location	Jakarta

PURPOSE OF THE JOB

To acquire, manage and retain corporate partners for WWF-Indonesia with a focus on building a portfolio of audience-targeted fundraising products and propositions that utilize innovative marketing and communication campaigns that contributes to annual income. The role is responsible for strategically planning and executing the development of Corporate Membership Program. The role is also responsible for exploring and securing further corporate commitment and manage the process, including MOU signing, corporate engagements and corporate membership programs.

ACCOUNTABILITIES

	Key Activities
1. Partnership	<p>Plan, contact, contract, build and maintain relationship with organization and corporation, involved in engagement activities. This include but not limited to Corporate Engagement Activation such as:</p> <ul style="list-style-type: none"> - Develop innovative and effective corporate membership programs, including online and offline events while guarding WWF's brand image and reputation. - Ensures that all marketing materials produced reflects WWF-Indonesia position, voice and brand with the support of Communications Team - Oversee the execution of all corporate membership programs to ensure donor's satisfaction and secure further commitment. - Work together with market development manager and conservation directorate in acquiring new corporate partnerships to ensure alignment of WWF's work. <p>Corporate Client Retention</p> <ul style="list-style-type: none"> - Identify opportunities for further collaborations with existing corporate partners - Develop and execute corporate partner retention events to secure long-term commitments - Manage contract amendments as necessary

2. Analytical report	<ul style="list-style-type: none"> - Develop high quality reporting for corporate partners - Monitors and evaluates corporate partners engagements - Contributes to preparing report to Senior Management Team, Board of Trustees, Internal Quarterly Staff Updates and other relevant reporting
3. Relationship management	Maintain corporation relationship by provide information center for public on partnership program
4. Team/people management	<ul style="list-style-type: none"> - Play an active role in leading, coaching and developing team members. - Provide proper evaluation and appraisal of team members. - Ensure team members are aware of and understand the WWF-Indonesia's Code of Conduct by visibly displaying their respect for and compliance with all rules, treating their colleagues and our partners with professionalism and respect, doing the right thing when a concern is raised, and responding in an appropriate manner.

FORMAL EDUCATION

Min. Master Degree from relevant study (Marketing, Communications, Public Relations)

WORK EXPERIENCE

- 5 – 8 years of experience in the same industry and 3 years in managerial level.
- A strong track record in marketing and fundraising
- Good leadership and management skills
- An energetic fundraiser and natural communicator that can demonstrates the importance of WWF work
- Demonstrate commitment to remaining up-to-date with innovation technologies in fundraising
- Must have a reputation for demonstrating a high level of professional integrity, modelling this behavior consistently and demanding high levels of ethical values and standards from themselves and their teams
- Commitment to the vision, mission, and challenges facing WWF-Indonesia go hand in hand with personal and professional integrity

COMPETENCY

Core Competency:

- Achievement Orientation
- Ethics & Professionalism
- Pro Green
- Teamwork

Specific Competency:

- Analytical Thinking
- Collect & Organize Information
- Initiative
- Service Orientation
- Concern for Order & Accuracy

Technical Competency:

- Marketing
- Fundraising
- People skills
- Negotiation skills
- Report writing
- Team management

ORGANIZATION STRUCTURE

