



SOUTHEAST ASIA

RECRUITMENT PACK AND JOB DESCRIPTION

Greenpeace, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of our Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent direct actions against environmental abuses and destruction.

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.

Greenpeace, an international environmental non-government organization, is comprised of 27 independent national and regional offices across the world covering operations in more than 55 countries. To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuses. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices, which lead to various environmental problems.

Greenpeace in Southeast Asia

Greenpeace opened the first office in Southeast Asia in 2000. Since then we have led successful campaigns throughout the region, securing fresher air, cleaner water and a healthier environment through changing industry practices and government policies. Greenpeace actively campaigns across the region on pressing environmental issues concerning our climate, forests, oceans, food, plastic, liveable cities, as well as social justice.

Greenpeace has four offices in Southeast Asia (GPSEA)—in Indonesia, Malaysia, the Philippines, and Thailand, with each office is composed of Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, and Operations Support (Human Resources, Finance & Administration, Information Technology, Security). Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the Direct Dialogue Fundraisers.

THE POST: F2F Fundraising Country Coordinator

Position Summary

F2F Fundraising Country Coordinator is responsible for income delivering, budget control, Direct Dialogue (Face to Face Fundraiser) team management, quality donors, effective venues, monitoring systems, planning, strategy and implementation which will ensure the efficiency and effectiveness of the Direct Dialogue program (Face to Face Fundraising) in Thailand in order to meet the predefined target. Line managing at least 4 people (with overall responsibility for over 50 people) a key responsibility is maintaining staff motivation and professionalism. And secure adherence to organization's policies and guidelines.

Duties and Responsibilities:

1. Program Development:

- Provide the vision and leadership required to maximize the potential of the direct dialogue fundraising donor recruitment program.
- Take overall responsibility for the integration of direct dialogue and campaigns, with a view to maximizing the outreach and overall potential fundraising.
- Liaise effectively with other departments to ensure campaign information and materials being distributed to teams is accurate, timely and presented in an appropriate manner.
- Contribute to the international discussions on direct dialogue fundraising to ensure that the whole of Greenpeace benefits from experience being gained in Thailand and vice versa.
- Oversee development of materials and equipment for direct dialogue fundraising to ensure it is well targeted, inspiring and sets us apart from our competition in the minds of the public.
- Take an active role in the wider fundraising strategy, planning and implementation.

2. Program Management:

- Manage and coordinate in all areas of the direct dialogue fundraising to ensure they are maximizing performance, cost effectiveness and meeting organizational forecasts for results.
- Develop and maintain the DDCs to reduce the burden on recruitment and increase performance.
- Initiate and develop an effective promotion path is provided to ensure coordinator and leadership positions are always filled.
- Responsible for income delivering as targeted annually while controlling the expenditure budget.
- Responsible for developing an effective DDC recruitment program ensuring that enough DDCs are employed/targeted to meet annual donor numbers and income targets.
- Responsible for the DDCs acquiring the quality donors maintaining at least 70% of yearly retention donors rate.
- Ensure that employment contracts align with current employment contract law.

3. Management of staff:

- Recruit and manage permanent coordination staff and administration staff and ensure they contribute fully towards the objectives of the program.
- Manage the recruitment process to maximize team strength and effectiveness.
- Provide clear direction, ongoing support and development opportunities for the management and administration staff.
- Conduct performance appraisals with direct reports.
- Assist co-ordination staff in preparing annual strategic plans for their programs and in refining these down to achievable work plans

4. Others

- Serve on cross functional project teams as required ensuring a fundraising and marketing perspective is effectively represented.
- Any other appropriate tasks or projects as delegated by Fundraising Manager.

Requirements:

- Bachelor's Degree in Marketing/Communications/Business Administration or related fields.
- At least 5 years experience in fundraising or sales/marketing
- Knowledge and/or experience in Excel, budgeting, forecasting, fundraising reporting and analysis.
- Good oral and written communication skills in English and Thai
- At least 3 years experience in managing large budgets/meeting income targets

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

WORKING HOURS

Normal hours of work for full time Employee will be forty (40) per week or (5) days in a week, at 8 hours per day excluding an hour lunch break. This will be from Monday to Friday, between the hours of 8:30 am to 5:30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

LEAVE

An employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: As per labor laws and Greenpeace policy

Compassionate leave: maximum of 5 days for the death of significant others.

SALARY

In determining salary offer for this position, Greenpeace applies its Salary Grading Process, taking into consideration the job description and applicant's previous experience, and the organization's salary grade.

INSURANCE

Greenpeace provides health insurance and travel insurance to its employees.

LEARNING AND DEVELOPMENT

Greenpeace is committed to providing its employees with learning and development opportunities to be able to perform its functions more effectively. Through its mentoring process and annual Performance Management System, staff's development objectives are identified and prioritized.

EQUAL EMPLOYMENT OPPORTUNITY

Greenpeace Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognise and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the applicant's merits and abilities.

HR POLICIES AND PROCEDURE

Greenpeace management and staff are given guidance on the implications of the equal opportunities policy. Policies and procedures are reviewed to review and adapt current practices to promote equality

of opportunity. Other organizational policies and procedures will be fully discussed to the successful applicant.

APPLICATION GUIDELINES

Interested candidates are invited to (1) write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, (2) fill out the attached Application form and email to jobs.th@greenpeace.org

Deadline for Applications: 31 January 2023

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

GUIDANCE IN COMPLETING YOUR APPLICATION FORM

1. Read the recruitment pack carefully before completing your application form. The recruitment pack contains information about Greenpeace, about the job you are applying for, and brief information on employment conditions.
2. Write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace and complete all items in the application form. Remember that this will be our basis for shortlisting candidates. Curriculum Vitae (CVs) will not be accepted.
3. Make sure you email the form to the correct email address (jobs.ph@greenpeace.org), addressed to the HR Department, and ensure that your application form arrives before the closing date. Application forms received after the closing date will not be accepted.
4. If you have questions, kindly email jobs.th@greenpeace.org

Thank you and we look forward to receiving your application letter and completed application form.