



SOUTHEAST ASIA

RECRUITMENT PACK

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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, comprises 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 50 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 its 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, livable 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: MAJOR GIFTS FUNDRAISING COORDINATOR

(fixed-term)

Position Summary

The Major Gifts Fundraising Coordinator will play a pivotal role in shaping and implementing high-value fundraising strategies to enhance Greenpeace Southeast Asia's financial support, enabling us to deliver greater impact where it's most needed. You will conceptualize innovative fundraising strategies, identify growth opportunities, and design initiatives to attract high-value donations from foundations and philanthropic sources. Collaborating closely with program teams, you will write compelling grant proposals and ensure seamless integration of fundraising efforts with broader organizational objectives. You will also engage with donors and stakeholders, fostering crucial relationships, and ensuring timely execution and high standards of all fundraising activities. By aligning major gifts fundraising initiatives with our mission and values, you will drive meaningful change and support Greenpeace's mission to create a greener, more just world.

This is a full-time fixed-term position with a 2-year contract based in any of the GPSEA Offices (Bangkok, Jakarta, Manila & Kuala Lumpur).

Duties and Responsibilities:

- The coordinator is responsible for conceptualizing innovative fundraising strategies that align with the organization's mission and goals. This involves understanding the regional fundraising landscape, identifying opportunities for growth, and designing initiatives that can attract high-value donations from foundations and high-value philanthropic sources.
- The coordinator will implement these strategies, transforming ideas into actionable plans. This includes setting specific fundraising targets, enhancing network/partnership, analyzing philanthropic trends, and coordinating with relevant teams to ensure these plans are executed effectively.
- The coordinator will act as a liaison between various departments within the organization, ensuring that the fundraising strategies are well-integrated with the broader organizational objectives. This requires clear, consistent, and effective communication to align team efforts, share insights, and foster a collaborative environment. Collaborate with relevant internal offices and units, especially program teams, to ensure that fundraising efforts are integrated and support the overall strategic objectives of the organization.
- Externally, the coordinator will engage with donors, partners, and stakeholders, building and nurturing relationships that are vital for fundraising success. This includes communicating the organization's goals, achievements, and needs to potential and existing donors, as well as networking with industry peers to stay abreast of best practices and emerging opportunities. Foster and maintain relationships with key stakeholders, donors, and partners to advance the organization's

fundraising goals. Represent the organization in external forums, networks, and coalitions to enhance its visibility and fundraising potential.

- The coordinator is expected to manage and execute fundraising initiatives within set timelines, ensuring that goals are met promptly. This involves careful planning, monitoring progress, and adjusting strategies as needed to adhere to schedules. Ensure the timely execution of fundraising strategies and initiatives, maintaining high standards of quality and effectiveness. Monitor and evaluate the performance of fundraising activities, providing regular reports and insights to improve future strategies. Ensure compliance with all relevant legal, ethical standards, as well as Greenpeace Fundraising policies in fundraising activities.
- The quality of work is paramount, as it reflects the organization's standards and effectiveness in achieving its fundraising goals. The coordinator must ensure that all fundraising activities are executed with excellence, from the planning phase to the implementation and evaluation stages. This includes maintaining high standards in all communications, proposals and presentations to potential donors and partners.

Skills and Experience Required:

- Bachelor's degree or equivalent experience in Business Administration, Marketing, Communications, or related field.
- Proven experience in Major Gifts Foundation or institutional/high-value fundraising, marketing, engagement, or a related field, with a strong track record of generating significant income.
- Direct experience in preparing high-quality, successful applications to Trusts/Foundations giving \$100k+ gifts
- An understanding of the principles of relationship fundraising/stewardship
- Direct experience in researching new trust/foundation funding opportunities
- Experience working within the complex global organization

Job Specific Competencies:

- Experience developing and implementing comprehensive fundraising strategies, preferably in a regional context.
- Demonstrated ability to build and maintain relationships with a variety of stakeholders, including high-net-worth individuals and institutional funders, particularly foundation.
- Evidence of excellent interpersonal and negotiation skills - including managing supporter expectation, navigating challenging communications with supporters/funders.
- Ability to communicate effectively, and appropriately to different audiences
- Strong ability to build robust interpersonal relationships, with supporters and staff
- Proven ability to process and communicate detailed information and present the key facts and figures, Both verbally and in writing
- Ability to work closely with campaign teams and other non-fundraising staff that have different priorities and ways of working

Organizational Competencies:

- **Professionalism:** Uphold the highest standards of integrity, accountability, and respect in all aspects of the role, ensuring ethical fundraising practices and maintaining the organization's reputation.
- **Teamwork and Communication:** Collaborate effectively with internal teams and external partners, demonstrating excellent communication skills to align efforts, share insights, and foster a cooperative work environment.
- **Quality:** Ensure all fundraising activities and materials meet the highest standards of quality and effectiveness, reflecting the organization's commitment to excellence.
- **Innovation and Change:** Embrace and drive innovation in fundraising strategies and approaches, adapting to changing market conditions and opportunities to enhance revenue generation.
- **Leadership:** Inspire, guide, and coordinate teams and stakeholders toward achieving fundraising goals, demonstrating strong leadership in strategy execution and team engagement.
- **Strategic Thinking:** Develop and implement forward-thinking strategies that align with the organization's mission and goals, demonstrating an ability to anticipate and plan for future fundraising landscapes.
- **Global Mindset:** Understand and appreciate diverse cultural perspectives, recognize global trends and opportunities in fundraising, and adapt strategies to be effective across different regional contexts, particularly in the cross-border relationship setting in the Greenpeace major gifts global community.

Personal Competencies

- Good verbal communication skills
- Ability to build strong relationships with a wide variety of people
- Well-organized
- Good attention to detail
- Passion for communication Greenpeace's campaign messages to supporters
- Assertiveness alongside empathy and sensitivity
- Ability to make quick decisions using own discretion
- Ability to work effectively and be calm under pressure
- Strong ability to commit to the aims and objectives of Greenpeace

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

Working hours

Normal hours of work for full-time Employees 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

A fixed-term 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: a maximum of 5 days for the death of significant others

Salary

In determining salary offers 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 Opportunity Employer

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 recognize 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, color, 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 Procedures

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 with the successful applications.

APPLICATION GUIDELINES

Interested candidates are invited to

(1) write Letter of Introduction, explaining why you are interested in working for Greenpeace Southeast Asia and why you are the right person for the job.

(2) send your letter of Introduction along with your CV to jobs.ph@greenpeace.org ensuring you include “Application for Major Gifts Fundraising Coordinator” in the subject

Deadline for Applications: **18 June 2024**

Please note that we receive a large number of applicants for our advertised vacancies so 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.

If you have questions, kindly email jobs.ph@greenpeace.org

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

