



# Corporate Partnership (Jr.) Officer

세계 최대 자연 보전기관인 WWF(세계자연기금)에서는 기업의 지속가능한 비즈니스로 전환 및 소비자 연계 공익 마케팅 등을 통해 하나뿐인 지구의 지속가능한 미래를 함께 만들어갈 파트너십 오피서를 채용합니다.

본 포지션에 조인하면 WWF(세계자연기금) 한국본부의 Partnership & Program 부서에 소속되어 기업 파트너십을 담당하게 되며, 기업의 지속가능성을 높이고 소비자 인식제고를 통해 생물다양성을 회복하는 WWF의 목표를 함께 이룰 수 있습니다. 이를 위해 WWF가 기업과 함께 진행하는 프로젝트를 수행하고, 제안서 작성, 예산 관리, 이해관계자 네트워킹 및 기업 파트너십 전략 개발 지원 업무 등을 담당하게 되며, 직접 관련한 업무 경력이 없어도 지원 가능합니다. 다양한 비즈니스 분야에서 기업과 글로벌 NGO가 지속가능한 미래를 위해 만드는 프로젝트 수행을 통해 커리어를 키워 나갈 재능 있는 인재를 기다립니다.

## Mission / Objectives of the Department

Corporate Partnership Team: Corporate Partnership Development and Engagement

- Achieve target of corporate fundraising and manage partnership programs
- Manage the delivery of corporate projects as planned with quality on budget in time.
- Manage the account relationship and support corporate partnership and philanthropy inquiries
- Collaborate with conservation program teams and engage corporate actions

### Major Functions / Objectives of the Position

Contribute to corporate partnership management and corporate fundraising.

#### As a corporate partnership officer,

- Successful corporate engagement with client satisfaction through successful project delivery
- Responsible for the entire process of project including planning, signing contract, procurement, labor service and financial management, and executing
- Account management through periodic communication, and regular reporting including project reporting

#### As a partnership team member,

- New partnership development through proposals and due diligence
- Conduct market research and initiatives to apply the knowledge to the partnership projects
- Support to develop new business and project models and establish team operational process and documents

### Main Tasks & Responsibilities

#### Under supervising of corporate partnership team manager, he/she is responsible to

- Manage and corporate philanthropy donations and due diligence process
- Design and implement partnership projects based on corporate partner's needs
- Work as a project manager and be in charge of the full scope of the project including contract, scheduling, financials and budget, vendor management, communication, and issue management
- Manage client expectation and satisfaction through effective communication and reporting and lead to partnership retention

#### As a team member of corporate partnership, He/she is expected to work on new corporate fundraising through support partnership team manager.

- Write proposals for new partnership projects to achieve the corporate fundraising target and to support conservation programs
- Manage external agencies and professional services providers that are necessary for partnership projects and initiatives

- Administer and execute corporate partnership event such as workshop, roundtable, conferences, and support conservation program events as well
  - Develop, edit, design, and publish partnership team publications and newsletter
- ◆ This job description covers the main tasks and conveys the range of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

Qualification & Experience	<p><b>Required:</b></p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>▪ Bachelor's (or higher) degree required, Master's degree preferred</li> <li>▪ Knowledge of research tools and methodology</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>▪ 1-3 years of professional work experience in project management, corporate relationship management, or business to business sales/marketing (Candidates with no working experience can apply for the position)</li> <li>▪ Excellent written, verbal and interpersonal communication skills in both English and Korean</li> <li>▪ Strong leadership with clear task ownership and issue handling skills</li> <li>▪ Ability to collect and analyze useful data and information</li> <li>▪ Demonstrated ability to deliver projects on time and within budget</li> <li>▪ Effective computer and office tools skills</li> </ul> <p><u>Attitude</u></p> <ul style="list-style-type: none"> <li>▪ Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect &amp; Collaboration</li> <li>▪ Commitment to, and demonstrated ability to work well as part of a team</li> <li>▪ Ability to work unsupervised, in a rapidly changing environment</li> </ul>
Working Relationships	<p><b>Preferred:</b></p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>▪ Specialized in environment or business management related to corporate social value or sustainable business, corporate environment management is preferred.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>▪ Working experiences in government agencies, large or medium scale of companies, or other relevant organizations are preferred.</li> </ul>
Type of contract	<p><b>Internal:</b> As part of the Partnership &amp; Program division, works with the partnership team manager. Collaborate with conservation, marketing communication team, international partnership team members</p> <p><b>External:</b> Corporate Partners, external professional service organizations, subject matter experts in domestic market, governments or marketing agencies</p>

## How to apply?

If you would like to learn more and soon join our team, please send us your application by email to [recruitment@wwfkorea.or.kr](mailto:recruitment@wwfkorea.or.kr) including following documents **in one MS Word file**; Please use the subject line to indicate which position you are applying for.

1. A letter of motivation in English,
2. A resume in Korean,
3. At least 2 contacts for the reference check

After the document screening, it will be processed as follows;

1. 1st interview
2. Reference check & Online Aptitude test
3. 2nd interview with the Directors

Only short-listed candidates will be contacted. Many thanks for your interest in WWF-Korea and this opportunity.

Please do not put your resident registration number in any application documents specified above. In case any certificate includes your resident registration number, please make sure to conceal the number not to be exposed resident registration number.