



SOUTHEAST ASIA

RECRUITMENT PACK

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 Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse and destruction.

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

Greenpeace acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

Greenpeace, an international environmental non-government organization, is comprised of 26 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 abuse. 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 our first office in Southeast Asia in 2000. In that time 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 to catalyze an energy revolution, protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

THE POST: Deputy Fundraising Director

Position Summary

The Deputy Fundraising Director reports directly to the Fundraising Director of Greenpeace SEA and serves as his/her most senior member of the Fundraising Management Team. This is an exciting role with a lot of exposure to regional and global fundraising knowledge and practices. Greenpeace is looking for a dynamic and passionate leader who is ready for new challenges and have the necessary vision and skills to lead the fundraising country teams to new heights of performance delivery. He / She would be responsible for the delivery, coordination and management of the fundraising strategies to maximize long-term financial and public support for Greenpeace SEA. The Deputy Fundraising Director will supervise fundraising teams, providing mentoring and leadership on fundraising techniques, general organizational management, administration, finance, and strategic program development. The ideal candidate would be one who is able to work seamlessly with other cross-functional teams to achieve shared objectives.

Key Duties

- Support the Fundraising Director with development and implementation of annual and multiyear development strategies, as outlined in the Organizational Development plans for Greenpeace SEA, to increase net revenues and ensure the organization's long-term financial stability and growth
- Initiate the development and testing of new innovations to diversify fundraising approaches, spread risk across fundraising channels and capitalize on the potential that the Southeast Asian marketplace has to offer
- Responsible for GPSEA donor recruitment or retention strategies and targets (to be decided based on experience and skills set of successful candidate)
- Line management of Country Fundraising Managers and either the Regional Supporter Acquisition Coordinator or the Regional Supporter Relationship Coordinator and Regional Database Analyst (to be decided based on experience and skills set of successful candidate)
- Supervise the development, presentation, implementation, tracking and regular reporting of country and program expenditure and revenue budgets.
- Motivate, train and support fundraising staff in order to achieve the objectives of the department
- Introduce best practice procedures and work flow in all areas of responsibility

- Responsible for fundraising team's collaboration with other departments to produce high quality marketing communications
- In coordination with the Human Resources Department recruit, train and develop staff within the department, evaluate staff work performance and recommend disciplinary action as necessary for staff s/he line-manages
- Help to determine the overall training needs for fundraising staff in conjunction with Fundraising Director
- Assist the Fundraising Director as required with the regular financial reporting and budget control of the Fundraising Department
- Report the success of program results in a timely manner to the Fundraising Director

Educational Background & Fundamental Qualifications

Level of Education:	University graduate, preferably in Business Administration, Marketing or Communications
Field of Study:	Preferably in Business Administration, Marketing or Communications
Work Experience:	Five plus years of proven leadership and management in a senior marketing and/or fundraising field preferably in the NGO sector with reasonable exposure to various fundraising tools and channels. Should have experience of having managed digital fundraising as a channel of acquisition. It would be definite advantage to have a track record of successful lead conversion campaigns through Tele-fundraising.
Training or Certificate:	n/a

Competencies and Skills

Organizational Competencies	<p>Teamwork & Communication: Knowledge and/or experience in working with others and presenting information, ideas, and positions in a clear manner that can easily be understood across diverse and multi-cultural audiences.</p> <p>Leadership: Knowledge and/or experience in guiding and directing the efforts of others by presenting a clear vision, delegating responsibilities, and providing constant support and feedback</p> <p>Strategic Thinking & Global Mindset: Knowledge and/or</p>
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	<p>experience in addressing organizational objectives by developing calculated approaches that integrate an openness to and awareness of diversity across cultures</p>
<p>Functional Skills</p>	<ul style="list-style-type: none"> • Knowledge and/or experience in budgeting and forecasting • Knowledge and/or experience in fundraising reporting and analysis • Strong skills in written and spoken English (required) and another regional language (desired) • Knowledge and/or experience in training, mentoring, and developing staff • Knowledge and/or experience in data management tools and practices. • Knowledge and experience with different fundraising tools. • Knowledge and experience of digital fundraising.

Specific Work Environment

- Good command of Thai language would be necessary.
- Sensitive to socio-economic environment of SE Asia

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 6: 30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

LEAVE

A permanent employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: 10days

Maternity Leave: as per government rules and regulations and Greenpeace policy

Long Service Leave: 2 months paid leave after 5 years of continuous service

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, life insurance and travel insurance to its permanent 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 is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of 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 write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application form

and email to:

jobs.th@greenpeace.org

Deadline for Applications: May 31, 2019

We regret that we shall be unable to acknowledge receipt of the form but should you wish to confirm that we have received your application, please call our office at tel. +66 3571921.

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. Complete all items in the application form. Remember that this will be our basis for shortlisting candidates. 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.
3. 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.