



RSVP Singapore The Organisation of Senior Volunteers

invites applications for

Associate/Senior Associate/Assistant Manager, Corporate Partnership and Fund Development (CPFD)

The Job

- **Corporate Partnership**
 - Plan, organise and execute Corporate Social Responsibility (CSR) activities and fundraising events
 - Manage and liaise with existing corporates to plan and design their CSR journeys for the year and to jointly explore new CSR ideas
 - Cold call on new corporates to create awareness of RSVP's community service programmes and guide them onboard as RSVP's corporate partners to support our programmes, CSR events and activities
 - Market research and be innovative in identifying novel and creative project proposals to attract new funding, including on-line donation
 - Develop marketing proposals and presentations to prospective donors and corporate partners with aim of securing their funding support for our events, activities and programmes
 - Organise meetings and work with Programme Chairperson and committees to review, enhance and implement corporate partnership strategies and fund raising activities
 - Work closely with the team to plan, implement and oversee an annual fund raising plan to ensure that fund raising targets are met for the organisation. This includes managing expenses of each fundraising project to not exceed 30% of funds raised

- **Donor Database Management**
 - Research and identify prospective donors and sponsors to grow our donor database
 - Maintain and upkeep records in our Donor Management System and other online fundraising platforms (PayPal and Giving.sg)
 - Ensure donations are tracked and keyed into our Donor Management system and tax exemption receipt are generated and sent to donors

- **Other Duties**
 - Time to time as assigned by Senior Management, especially to assist in RSVP's major annual events

Career progression: Where applicable, you will have the opportunity to be rotated to different functional or programme units to understand the entire operations within the organisation. These rotations will equip you with critical perspectives of working within a fast-moving social service organisation.

Requirements:

- Diploma or University degree
- Excellent interpersonal and communication skills
- Proficient in Microsoft office skills
- Proficient in spoken and written English, with ability to speak some Mandarin
- Ability to work independently and proactively
- Possess strong planning, organisational and analytical skills
- Able to work independently with minimal supervision, yet is a team player who can work well with the CPFDF team and other teams within the organisation
- Must be able to handle administrative paperwork and maintain good administrative records
- Have a good learning attitude and aptitude and willing to work hard
- Experience in fund raising and event management, preferably in a social service sector would be an advantage

To apply, please submit resume and cover letter attention to our Hiring Manager at general@rsvp.org.sg. Only shortlisted candidates will be notified.

For more info on RSVP Singapore, visit our website www.rsvp.org.sg