

## Job Position : HNWI Junior Relationship Manager

### PURPOSE OF POSITION

This role will support the efforts to grow, diversify, optimize and build a sustainable pipeline and funding-base of Major Donors, and will help establish WVFT as the NGO of choice for High Net Worth Individuals (HNWI) in giving for child wellbeing.

Reporting to the HNWI Senior Relationship Manager, The Junior Relationship Manager for HNWI will play a supporting role in developing and implementing a strategic roadmap for the critical area of Major Gifts, covering Major Donors/High Net Worth Individuals, to ensure a diversified and sustainable income stream for WVFT as a new locally-funded office. HNWI is an individual with substantial amount of wealth and has high spending capacity to donate more and more often than the average individual and to more organizations. There is extensive pool of HNWI in Thailand with significant opportunities to grow this funding stream into the future.

This role is responsible for achieving financial and non-financial targets by thinking and working strategically to support building of HNWI pipeline through the implementation of best practice major gift relationship fundraising to ensure a high-quality relationship management and support experience. It will involve skillfully engaging in a range of 'business development' activities, including:

- Representing WVFT at significant high-level events
- Partnering closely with programmes team and senior staff to ensure effective engagement with high level donors and prospects
- Assist in all aspects of implementing major gifts cultivation, solicitation and stewardship plans which include donor profiling, donor events, field visits, gift recording, acknowledgements, and providing administrative support.

### MAJOR RESPONSIBILITIES

#### 1.Strategy, planning and accountability

- Support the design and development of a Strategic Roadmap for the Major Gifts portfolio
- Support the establishment and operations of the HWNI Advisory Group and Circle of Friends
- Contribute to the ongoing operations and overall performance of the Resource Development area in WVFT, ensuring strong internal collaboration as required with other teams
- Support in recording and tracking donor engagements (F2F, calls, meetings)
- Research and development of donor profile

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### 2. Business development: Strategic external engagement and networking

- Support the Senior Relationship Manager in networking and partnerships with key philanthropy and wealth management bodies and businesses.
- Actively engage WVFT donors and prospects to offer opportunities to achieve impact through their philanthropic support. .
- Support the development and implementation of engagement strategy for each supporter using moves management methodologies, including an engagement plan that meets both their needs and those of WVFT.
- Support the Senior Relationship Manager to implement activities for HNWI Volunteer Management
- Participate in events and /or activities as required to progress a supporter's partnership journey (e.g. presentations, field trips etc)
- Represent WVFT at high-level networking functions to expand WVFT's current donor networks, including relevant industry forum and meetings

### 3. HNWI Capability

- Support in training and/or coaching key WV staff on effective engagement with major gift donors to build organizational capability in this area

## KNOWLEDGE, SKILLS AND ABILITIES

- At least three years of experience in major donor fundraising, with demonstrated success in engaging major donors for fundraising in not-for-profit organizations
- Proven track record of generating significant fundraising income from high net worth individuals
- Demonstrated relationship building and relationship management skills, including the ability to inspire supporters, and the ability to identify, initiate and sustain new relationships, work collaboratively, and promote cooperation with internal and external stakeholders
- Experience and expertise in developing relationships with major donors and crafting major donor engagement strategies to secure results
- Experience of working effectively in a not-for-profit environment
- Demonstrated ability to design and/or use donor/customer databases for analysis and reporting for a range of audiences, including Board
- A track record of demonstrating strategic thinking, initiative and creativity to achieve desired outcomes, with a growth mindset
- Minimum of a Bachelor's degree in Business Administration, Marketing or related field, Masters preferred
- Deep understanding of best-practices in relationship-based fundraising, and the donor landscape in Thailand
- Exceptional and authentic networking skills
- Executive communication skills
- Strong skills in negotiating and influencing
- Business development and relationship management
- High Emotional Intelligence, including the ability to discern and adapt interpersonal skills to meet needs, expectations and motivations of others
- Computer literacy skills, e.g. CRM database experience, strong skills in the use of MS Office Suite; email; calendar
- Ability to work in a cross-functional structure

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หากท่านมีความสนใจสมัครงานกรุณาส่งประวัติของท่านมาที่

E-Mail: [banyen\\_muenjob@wvi.org](mailto:banyen_muenjob@wvi.org)

สอบถามข้อมูลเพิ่มเติมได้ที่: 02-0229200 ต่อ 154

World Vision



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