

JOB DESCRIPTION	
Department: Fundraising/Relationship Development	
Position: Relationship Development Officer	<u>Reporting to:</u> Relationship Development Manager <u>Number of direct reports:</u> NA
Duration: Open ended Working hours: 40 hours/week	
Current Job Grade: B	

Purpose of the position

Under the direction of Relationship Development Manager and close collaboration with relevant stakeholders, to maximize the support to MSF operations, the position holder develops strong engagement with *legacy donation prospects. The person is also required to develop engagement with 'Major donors' ('high value donors' including individuals and corporate).

*Legacy donation is the donation left by last will, and legacy donation prospects are the people who are willing to leave donation for MSF in their wills.

Objectives

- Achieve ambitious fundraising net income in line with the MSF principle and strategy
- Raise awareness of legacy donation, generate lead, develop engagement with prospects
- Grow and strengthen engagement of targeted major individual and corporate donors

Requirements of the position

Based in Japan (Commutable to MSF Japan Office in Waseda)/ some short domestic travels expected

Main Responsibilities

- 1) Legacy prospect account management (expected time allocation: around 80-90%)
 - Develop and improve communication plans with legacy donation prospects
 - Respond to legacy inquiries and questions
 - Manage some legacy prospect accounts
 - Develop partnership with professionals to expand and cultivate the legacy market
 - Develop and improve legacy reception scheme
 - Direct event planning and execution
 - Direct programs for awareness raising regarding legacy donation market

- 2) One to one Major donor account management (Individual and corporate) (expected time allocation: around 10-20%)
 - Develop and increase the number of direct contacts with individual and corporate donors
 - Strengthen personal and engagement of donors via meetings, phone calls, and mails and e-mails
 - Accurately deliver donation reception and thanking activities
 - Support event planning and execution

Qualifications and requirements

Essential

- 1) At least 5 years of Experience in work requiring a high level of interpersonal communication
- 2) A sincere personality and communication skills (speaking, listening, writing) that enable you to interactively build trust with people from diverse backgrounds (supporters, colleagues, internal and external stakeholders).
- 3) Aspiration in humanitarian activities and social issues / Empathy with the philosophy of MSF
- 4) Highly motivated to expand legacy donations in Japan and for MSF
- 5) Self-starter. Ability to achieve the goals with minimum guideline
- 6) Skills to think and learn on their own, and be proactive in solving problems and taking on new challenges
- 7) Fluent Japanese and Business English
- 8) Advanced level of Microsoft word, excel, and PowerPoint

Desirable

- 1) Experience in project management
- 2) Experience of working at NPO/NGOs.
- 3) Knowledge of inheritance procedures, taxation, and legal affairs

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

Application documents (Please send all these documents)	<ol style="list-style-type: none">1. CV, with your photo if possible (in English)2. Motivation letter (in English)3. 履歴書 (和文・できれば写真付)4. 職務経歴書 (和文)5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	April 29, 2024
Note	Only short-listed applicants will be contacted. The selection process will start in order of application. We will close the position as soon as we find the best candidate.