

# JOIN OUR TEAM



## Fundraising Campaign Officer

<b>Location:</b>	Puerto Princesa City, Palawan
<b>Length of Position</b>	Permanent, following a 3-month probationary period
<b>Position Type:</b>	Part-time (20 hours per week) with potential for full-time
<b>Salary:</b>	Php 12,500/month
<b>Starting Date:</b>	June 2024

### About Large Marine Vertebrates Research Institute Philippines (LAMAVE)

Large Marine Vertebrates Research Institute Philippines (LAMAVE) is a Filipino non-stock, non-profit, non-government organisation dedicated to the conservation of marine megafauna and their habitats in the country. LAMAVE strives to ensure a secure and prosperous ocean for marine life and people by applying science-based solutions to conservation challenges, investing in the transfer of skills for long-term impact at the grassroots level, and advancing the knowledge to enable people and governments to protect their natural resources.

#### Job Purpose:

We are seeking an energetic Fundraising Campaign Officer (FCO) to design and execute fundraising campaigns to drive donations in support of LAMAVE's mission, as well as marketing and awareness campaigns to support LAMAVE partnerships.

As the Fundraising Campaign Officer, you will work closely with the Executive Committee and the Communications Team to design campaigns that serve internal fundraising goals and support LAMAVE partnerships. Your core responsibilities will include creating and producing campaign materials and implementing the campaigns. You will work collaboratively with the Communications Team to ensure campaign resources are published on the relevant platforms. Campaigns range from fundraising campaigns spearheaded by LAMAVE to collaborative campaigns with partners and LAMAVE's network; campaigns may be online or in-person, depending on the goal and the audience.

To be successful as a FCO, you should be comfortable working with different internal committees, corresponding with external partners and donors, and engaging with different stakeholders. Excellent organisational and communication skills are a must. The ideal candidate will have proven expertise in fundraising and/or executing campaigns. They may or may not have experience working with a non-profit organization, but have an interest in marine conservation, environmental protection, or marine life.

You will be joining a dynamic, passionate and hardworking team. If you share these values and want to use your fundraising talents for marine conservation, then we want you!

**Reporting to:** Impact Media Director



## Major Duties and Responsibilities

### Campaign Design, Creation and Execution

- Work with the Executive Committee and the Communications Team to design fundraising campaigns to grow unrestricted funding for LAMAVE through generating and driving donations to the NGO
- Work with the Executive Committee and the Communications Team to design collaborative campaigns to support partnerships with LAMAVE (e.g. commercial partnerships)
- Attend partnership meetings with other members of the organisation
- Plan and oversee fundraising and partnership campaigns
- Design and create campaign materials and assets
- Ensure materials are in line with the LAMAVE Brand, and where appropriate a Partner Brand
- Implement campaigns online and offline
- Work collaboratively with the Communications Team to publish campaign resources on relevant platforms e.g. website, social media, and newsletters
- Use metrics to monitor and measure campaign effectiveness

### Communications

- Coordinate with all required parties for the building and delivery of campaigns
- Coordinate with LAMAVE partners on campaign materials and plans
- Keep records and maintain donor database

## Your Skills and Expertise

### Essential:

- Bachelor's degree in Marketing, Communications, or a related field
- Experience in fundraising or experience in leading campaigns
- Experience in creating marketing materials
- Excellent organizational and communication skills
- Fluent in English and Filipino; other languages and dialects are a bonus
- Proficient in basic Windows or Mac computer packages such as Word, Excel, and PowerPoint
- Ability to plan, balance, and cope with competing priorities
- Creative thinking and resourcefulness
- Experience using Canva and/or other graphic design software

### Desirable:

- Previous experience working with an NGO
- Interest in marine conservation and environmental issues

## Key Performance Indicators

- Amount of funds raised per campaign
- Number of new and recurring donors
- Successful implementation of each campaign



## How to Apply

Please complete the online application form via the 'Job Application' link below. You will be asked to upload a copy of your CV directly on the form (maximum file size 10MB), along with 2-3 professional references.

**Apply here:** Fundraising Campaign Officer [Job Application](#)

If you encounter any difficulties with the application form, please contact [jobs@lamave.org](mailto:jobs@lamave.org)

LAMAVE is an equal-opportunity employer and will consider all qualified Filipino applicants regardless of religion, gender identity, sexual orientation, ethnicity, age, disability, or civil status.

In keeping with our mission to build in-country leaders, we are currently accepting only Filipino citizen applications. Thank you for supporting this goal.

After reviewing your application, our team will contact you to inform you if we would like to pursue your application in the interview stage. Due to the expected volume of incoming enquiries, the NGO does not have the resources to provide feedback on applications that have not been accepted. Thank you for your interest.

