

Cancer Research Malaysia

JOB DESCRIPTION

JOB TITLE : Corporate Engagement Manager/Senior Executive
GRADE :
LOCATION : Cancer Research Malaysia office, Sime Darby Medical Centre
RESPONSIBLE TO : Head of Communications & Development
Date : 23 April 2018

SCOPE / PURPOSE OF JOB

The **Position of Corporate Engagement Manager / Senior Executive** aims to increase the income for the organization from the corporate sector. This position works by identifying the prospects from the corporate industry, proposing projects or/and engagements which bring values for the corporate donors as well as income and impact for the organization. In addition, this position also tasks to manage the corporate account relationship to ensure the objectives and time line of the projects or/and engagements are met with high standard. This position will work with the Head – Development & Communications to grow the corporate income for the organization. The KPIs for this position will be the income growth, expansion of the corporate donor base and corporate donor's project management. This is a new position within the department.

RESPONSIBILITIES

1. To take leadership in expanding and growing income for corporate sector for the organization.
2. To manage the relationship of the current corporate donors to ensure project objectives and time lines are met.
3. To work with peers in the fundraising department to identify opportunity and execute plan for income growth.
4. To work with Board Members, Fundraising Committee, Volunteers, Supporters and other intended groups actively to grow the income for the organizations.
5. To take part in events, forums, exhibitions, seminars and other related industry initiatives to grow corporate donors, prospect and income opportunity
6. To assist in planning and execution of corporate fundraising strategy, budget, review for income expansion and sustainability.
7. To lead, supervise and support the staff (if any) in the department for income growth.
8. To ensure business continuity plan and succession planning are in place for corporate income unit in the organization.
9. To constantly equip oneself with industry knowledge
10. To be the ambassador of the organization at all times in promoting the core values of Cancer Research Malaysia.
11. Other responsibilities include:
 - To deputize the reporting manager when appropriate
 - To represent the team in Cancer Research Malaysia when appropriate
 - To undertake other administrative tasks as required.

QUALIFICATIONS AND COMPETENCIES

1. Degree in Business Studies, Social Science, Arts or other qualifications
2. Minimum 5 years of working experience in Marketing, Business Development or related experience. Experience in fundraising is an advantage.
3. Have a good inter-personal skillset and ability to work with people from different backgrounds.
4. Highly motivated and able to keep a positive outlook and a can-do attitude at all times.
5. Good command of Bahasa Malaysia & English and able to speak Mandarin and other languages or dialects will be an advantage.
6. Good Project Management and strong presentation skill sets.