



リレーションシップ・ディベロップメント・シニアオフィサー：大口法人寄付者担当

国境なき医師団のフィールドであなたの経験を活かしてください。

## Job Information

### Hiring Company

Medecins Sans Frontieres (MSF) Japan

### Subsidiary

特定非営利活動法人 国境なき医師団日本

### Job ID

1517177

### Division

ファンドレイジング部門

### Industry

Other (Medical, Pharmaceutical)

### Company Type

Small/Medium Company (300 employees or less) - International Company

### Non-Japanese Ratio

Majority Japanese

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Shinjuku-ku

### Train Description

Tozai Line, Waseda Station

### Salary

5.5 million yen ~ 6 million yen

### Work Hours

標準時間8時間（9:00～18:00）とするフレックスタイム制度（コアタイム10:00～16:00）

### Holidays

有給休暇：入団日に付与（初年度より24日/年・初年度は、入団日により按分付与）、土日祝休、年末年始休暇

### Refreshed

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## General Requirements

### Minimum Experience Level

Over 6 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

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**Job Description****Purpose of the position**

Relationship Development Senior Officer is the position to manage, motivate, and enhance the engagement of 'High Value' corporate and individual donors (mainly corporate) by one to one personal approach in order to maintain and increase donation income for Médecins Sans Frontières (MSF).

**Objective**

Relationship Development Senior Officer is expected:

- To maintain and strengthen engagement of 'High Value' corporate donors
- To maintain and increase donation from 'High Value' corporate donors

**Main Responsibilities**

1. Maintaining and strengthening relationships with existing corporate donors (expected time allocation: around 50%)

- Maintain and strengthen relationships with donors by reporting on medical activities and the use of funds in the field through regular communication (visits, phone calls, emails, letters)
- In the event of an emergency, quickly inform donors of the situation in the field and MSF's funding needs to maximize donation opportunities
- Plan and implement measures (seminars, creation and sending of materials) targeting multiple donors
- Increase awareness and understanding by involving employees of the corporation in activity reports and donation events, and also lead to an increase in individual donations

2. Inbound response (expected time allocation: around 20%)

- Respond efficiently to inquiries from corporations (especially when the number of inquiries increases due to an emergency situation)
- When accepting donations, conduct case reviews, industry checks (due diligence as necessary), and contract signing, etc.
- Update the rules for accepting donations (industry checks, due diligence) as necessary.
- Regularly check the status of contracts.

3. Acquiring new corporate donors (expected time allocation: around 10%)

- Develop and strengthen relationships with corporations that have no donation history, either individually or through mass measures
- To achieve the above, work with other teams to send direct mail, hold events, etc.
- Build and strengthen relationships with influencers who can influence corporate decision-making

4. People/team management (expected time allocation: around 10%)

- Coordinate with staff in charge of corporate donations and make arrangements within and outside of MSF
- Daily supervision for officer level staffs and assistant
- Motivate, support and coach team members
- Contribute in maintaining healthy/cooperative working environment
- Give input and provide proposal for team/group/function wide objectives

5. Contribution for MSF Japan and the movement (expected time allocation: around 10%)

- Lead and collaborate with other stakeholders to ensure the superior donor experience.
- Ensure alignment among departments and teams to generate synergies, economy of scale/scope.
- Provide meaningful input for MSF Japan review/plan sessions.
- Proactively create networks with external organizations, communities and individuals in order to contribute to MSF Japan activities.

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**Required Skills**

**Essential**

- At least 5 years of experience in marketing/customer relationship management/sales management
- A sincere personality and high communication skills
- Aspiration in humanitarian activities and social issues, empathy with the philosophy of MSF
- Self-starter. Ability to achieve the goals with minimum guidelines
- Skills to identify, analyse and solve complex problems
- Fluent Japanese and business English for internal communication
- Advanced level of Microsoft word, excel, and PowerPoint

**Desirable**

- Fundraising experience in 'High Value' donation market
- Experience of creating materials including direct mails, new letters, and advertisements
- Use experience on CRM digital tool such as Salesforce

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Company Description