



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：法人担当

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。

## 募集職種

### 採用企業名

特定非営利活動法人 国境なき医師団日本

### 支社・支店

特定非営利活動法人 国境なき医師団日本

### 求人ID

1508657

### 部署名

ファンドレイジング部門

### 業種

その他（メディカル）

### 会社の種類

中小企業（従業員300名以下）- 外資系企業

### 外国人の割合

外国人 少数

### 雇用形態

正社員

### 勤務地

東京都 23区, 新宿区

### 最寄駅

東西線、 早稲田駅

### 給与

550万円～600万円

### 勤務時間

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）

### 休日・休暇

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

### 更新日

2024年12月11日 15:39

### 応募締切日

2025年01月06日

## 応募必要条件

### 職務経験

6年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ネイティブ

最終学歴  
専門学校卒

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**現在のビザ**

日本での就労許可が必要です

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**募集要項**

**Purpose of the position**

Relationship Development Senior Officer is the position to manage, motivate, and enhance the engagement of, 'Major donors' ('high value donors' including corporate and individual) 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 grow and strengthen engagement of targeted major corporate and individual donors
- ・ To raise retention rate of corporate donors and raise life time donation of individual donor account

**Main Responsibilities**

1. Acquire new corporate donors (expected time allocation: **around 60%**)
  - Build and strengthen relationships with corporations that have no donation history, either individually or through mass measures
  - Send DMs, hold events, etc. in collaboration with other teams to gain a foothold in building relationship
  - Build and strengthen relationships with influencers (economic organizations, CSR/ESG/SDGs promotion organizations, etc.) that influence the decision-making of corporations
  - Work with team members to develop corporate donation acceptance rules for accepting donations
2. Respond to donations/inquiries from corporates (expected time allocation: **around 10%**)
  - Respond to donations and donation inquiries that come in during emergency situations
  - Work with team members to respond to donations and donation inquiries that approach MSF with interest (thank you calls, case screening, industry checks (due diligence if necessary), contract execution, etc.)
3. Strengthen relationships with existing corporate donors (expected time allocation: **around 10%**)
  - Donation appeals in emergency situations
  - Cooperation in planning and implementation of mass initiatives (events for existing donors, creation and sending of materials)
  - Provide individualized support
4. People/team management (expected time allocation: around **10%**)
  - 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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**スキル・資格**

**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 major 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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会社説明