

Regional Resource Development Private Funding Analyst

Location: [Asia & Pacific] [Singapore]

Town/City: Singapore

Category: Field Operations

Job Type: Fixed term, Full-time

**Position location to be based in any country within the Asia Pacific Region where WVI is registered to operate. This is a LOCAL role and no budget for relocation is allocated; only local terms will be offered.*

Job Purpose:

This position will assist the Regional Resource Development Director and Asia-Pacific Field Offices (FO) in the following key areas:

Lead data and analytics efforts as they relate to Resource Development (Private Funding) key performance measures. This role has accountability to provide analytical and planning insights, as well as reporting, to influence resource development strategy and inform decision making on the regional Resource Development (Private Funding) activity. It will support the regional Resource Development (Private Funding) segments in short, medium and long-term objectives based on performance data and insights, by providing insightful, targeted and meaningful reporting using relevant conducive technology. Additionally, this role will deliver key recommendations including best practice planning and frameworks to ensure effective planning, performance, analytics & reporting and working collaboratively with and influencing stakeholders at all levels is a regular occurrence in being focused on achieving organisational outcomes that deliver a positive resource development ROI for the region.

A key component of the role is to be proactive in discovering any changes to FO resource development activity, providing this feedback to the relevant leadership and putting forward suggestions for changes. The incumbent will also constantly review and enhance or create new processes and work with the Regional Resource Development Director, being the conduit between the partnership, regional and FO finance teams. It will identify lessons learned and best practices within WV- to facilitate sharing these

lessons and practices within Asia-Pacific Resource Development community (Regional Office Grants Acquisition Management and Finance colleagues, FO National Resource Development Teams and finance colleagues). The role will also will also deliver analytical insights, research and donor intelligence to influence resource development strategy

Major Responsibilities:

Regional Resource Development Reporting & Analysis (Private Funding):

- Design metrics for the monitoring, evaluation and control of Resource Development (Private Funding) activities.
- Ensure RO performance metrics are collected, managed and analysed in relation to targets and external scanning (including Support Office pipeline trackers)
- Provide analysis for Asia-Pacific Regional Resource Development (Private Funding) quarterly performance metrics reporting
- Work with Regional Office (RO) Finance and FO Finance Teams to build in-house analytical capabilities through coaching, mentoring & educating key stakeholders on interpretation of results.
- Adhoc analysis – respond to adhoc requests, test set up & design, and identification of strategic opportunities through proactive analytics.
- Work with FO's for manipulation of large and complex datasets to find patterns based on supporter attributes and historical transactional data - propensity and capacity analysis.
- Proactive identification of opportunities where analytics can be a value-add to the Resource Development (RD) process and an influencer of change.
- Prepare and share, with relevant stakeholders, reports which highlight resource development results.
- Carry out periodic analysis to continually monitor FO team Resource Development (RD) Private

Funding performance.

- Identify and develop key reporting tools & dashboards for Resource Development teams - to lead evaluation, management and tracking of performance against targets through analysis of performance, behavior and providing solutions or recommendations to improve future performance
- Provide detailed data inputs and trend analysis of donor behavior and other metrics as required to improve operational effectiveness, planning, forecasting accuracy and productivity
- Working closely with RO Grants Acquisition Management (GAM) for continuous identification of system and process efficiencies that ensure we work in a consolidated manner and smarter, making it easier not harder for FO, RO and Global Teams to achieve the maximum ROI on activities.

Regional Donor Intelligence (Insights)

- Deliver analytical insights to influence resource development strategy and inform high level decision making, and strategic and tactical RD planning.
- Support Regional NRD Teams with regional donor intelligence as applicable to private funding segments i.e. Individuals (Mass & HNWI), Corporates and Foundations - support in research, analysis, and track relationships with new and current donors at regional level and share information with FO teams
- Maintain an up-to-date record of the requirements of current potential regional donors and be proactive in identifying and sharing opportunities for Asia-Pacific regional donors
- As required and in coordination with Regional Resource Development Director, document intelligence related to the donor landscape and potential funding opportunities at regional and national level, updating appropriate staff at FO to support the resource development acquisition effort
- Monitor Resource Development (Private Funding) performance by gathering inputs from FO NRD, RO Finance and other relevant stakeholders

Regional Resource Development Knowledge Management:

- Consolidate and manage all relevant Regional RD and FO Working Group information on MS Teams
- Monitor Resource Development (Private Funding) performance by gathering inputs from FO NRD, RO Finance and other relevant stakeholders.
- Support RD Director's best practice sharing initiatives among FOs via MS Teams or face to face meetings; identify lessons learned in Private Funding space (and grant acquisition and management) regionally, across and within WV partnership, as well as amongst peers within and external to the NFP space - facilitate sharing these lessons and practices within Asia-Pac Resource Development Teams (Regional Office, FO Teams, as well as Programmes, and Finance colleagues).
- As we align Global Centre RD, facilitate FOs' use of a key private funding database or CRM (Horizon or other) for performance monitoring and portfolio management in Asia-Pacific region

General Support:

- Provide Regional Resource Development Director with administration and logistical support as needed
- The position requires ability and willingness to travel domestically and internationally up to **20%** of the time.
- This role involves coordination with a virtual, geographically dispersed team. Requires a responsible self-starter able to motivate self and be accountable to colleagues working at a distance.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

- Required Professional Experience:

- A minimum 3-5 years' experience in an NGO environment, preferably analytics, or information services/technology, fundraising, prospect management, marketing, sales, business development; or a combination of education and/or experience from a sector or previous role, through which comparable knowledge, skills, and abilities can be demonstrated
- Understanding of philanthropy (mission, practice, trends) and fundraising practices (the development cycle, prospect management policies and practices) an advantage
- Strong knowledge of databases and customer relationship management (CRM)

Required Education, training, license, registration, and certification:

- Bachelor or equivalent experience in analysis.

Preferred Knowledge and Qualifications:

- Competent in the use of Microsoft Office including Word, Excel, PowerPoint. Able to extract data from MYPBAS and other World Vision information management tools. Strong knowledge of databases (Horizon knowledge an advantage). Strong skills in Excel including use of Pivot tables.
- Strong analytical skills and excellent attention to detail
- Very strong organizational skills, able to be a self-starter and work effectively with remote-based teams
- Facilitation & training skills
- Good communication skills
- Professional experience in NGO control and management of government grants helpful
- Strong written and oral English language skills

- Ability to listen effectively, learn quickly, and communicate/convey deliverables to Resource Development NRD Teams
- Ability to stay abreast of professional trends and issues affecting this set of responsibilities, with a focus on continual-learning and application
- Must be able to resolve issues, explain and support findings/results, and possess the ability to interpret Partnership, Regional Office and Field Office needs.
- High level time management skills with ability to handle long-term as well as short term projects and meet project deadlines
- Ability to understand and clarify requests for information, and determine optimal approach to meet requirement
- Ability and desire to work autonomously with directional input