

PARTNER RELATIONS MANAGER (OFFICE OF EXECUTIVE DIRECTOR)

Organization:	Philippine Disaster Resilience Foundation
Post Date:	September 21, 2018
Location:	Makati City, Philippines
Closing Date:	October 5, 2018
How many staff needed?	1

ABOUT THE PHILIPPINE DISASTER RESILIENCE FOUNDATION

The Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector vehicle and coordinator for disaster risk reduction & management. Composed of a team of highly committed professionals, PDRF works with field experts and reputable humanitarian institutions to organize and coordinate private sector solutions to disaster management. As the critical link among government agencies, civil society groups and local government units, PDRF provides a systematic and holistic approach in responding to different crises from the period of preparedness to recovery.

Backed by the country's largest conglomerates, industry movers and top corporate leaders, PDRF is an embodiment of solidarity that transcends business competition and promotes the common vision to build a strong, resilient and disaster-ready Philippines.

JOB DESCRIPTION

- Donor Management - manage and maintain collaborative relations with donors;
- Contribute to the development of strategies and plans in resource mobilization for the foundation;
- Collaborate with other units of the foundation to develop and execute resource mobilization plans (i.e. fundraising campaigns or activities, donor gatherings etc.);
- Work closely with other units of the foundation to plan and recommend fund allocation for current projects subject to the approval of the President and/or Executive Director;
- Prepare and present reports regarding donor progress and updates in a timely manner;
- Collect and monitor donor funds/resources;
- Represent the foundation in forums/gatherings, relevant to resource mobilization;

- Perform other tasks that may be assigned from time to time or as required by the Foundation.

QUALIFICATIONS

- Preferably a bachelor's degree in Business Administration, Business Management, or any relevant course or two (2) to three (3) years of work experience in resource mobilization;
- Work experience in a non-profit organization an advantage;
- Experience and knowledge on disaster risk reduction and management;
- Direct work engagements with stakeholders, events and project management are a must;
- Willingness to travel as required by fieldwork assignments;
- Strong interpersonal and analytical skills and familiarity with business dynamics;
- Highly organized and can meet deadlines on time;
- Organizational and administrative skills and ability to work under pressure;
- Competent leadership and presentation skills;
- Excellent written and verbal communication skills
- Computer literate and knowledgeable in basic MS PowerPoint, MS Office and other applications.

HOW TO APPLY

Interested candidates should apply to: recruitment@pdrf.org.ph

- Please indicate the position you are applying for and follow this heading format:
 - PDRF_Partner Relations Manager_Last Name
(example: PDRF_Partner Relations Manager_Cruz)
- Please submit CV and Cover Letter (merged into one PDF file) addressed to:
 - **MS. VERONICA T. GABALDON**
Executive Director
Philippine Disaster Resilience Foundation
- For more information on PDRF, please visit our website: <http://pdrf.org/>