

Date: 21 January 2022

ZHANG RINDY PENG
25 JALAN MERAH SAGA
#05-04
SINGAPORE 278104

Dear Rindy Zhang,

LETTER OF EMPLOYMENT

This Letter sets out the terms and conditions of your employment with WWF-WORLD WIDE FUND FOR NATURE (SINGAPORE) LIMITED ("WWFS") and supersedes all previous arrangements or agreements whether oral or in writing between you and WWFS in relation to the matters dealt with in it.

1 Commencement and Continuous Employment

- 1.1 Your employment with WWFS shall be subject to and conditional upon WWFS being satisfied that your nationality status is a Singapore Citizen or Singapore Permanent Resident. Alternatively, if you are a foreign national, then your employment shall be subject to and conditional upon your obtaining and maintaining a valid Singapore employment pass or applicable equivalent ("EP") applied and obtained through WWFS. Your employment shall be terminated immediately in the event that you cease to be a Singapore Citizen or Singapore Permanent Resident or your EP is terminated or revoked for any reason whatsoever.
- 1.2 WWFS is entitled to inspect your Singapore NRIC or EP (as the case may be) and keep a file copy thereof, as documentary proof of your nationality or immigration status.
- 1.3 Your term of employment ("Employment Term") with WWFS is from **14th February 2022** ("Commencement Date") unless terminated as provided under Clause 14 below.
- 1.4 Save as provided in Clause 1.5 below or unless with the prior written consent of WWFS, no previous employment counts as part of your Employment Term with WWFS and therefore the Commencement Date is the date of the commencement of your period of continuous employment.
- 1.5 You will be placed under probation for an initial period of three (3) months, which, depending on circumstances, may be extended to six (6) months ("Probation Period") commencing from the Commencement Date. During the Probation Period, WWFS shall be entitled to terminate the employment herein at any time (and without having to furnish any reason whatsoever) by giving to you the appropriate notice in writing or paying your salary in lieu of notice to you. Upon confirmation, your Probationary Period will be considered as part of the Employment Term.

2 Job Title

Your job title is **Trusts and Foundations Manager**. You shall report directly to Head of Philanthropy, Fundraising Department.



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3 Job Description and Duties

- 3.1 Your main tasks and responsibilities are as set out in Part 1 of the attached Appendix I.
- 3.2 Your duty is to perform your job to the best of your ability and to comply with the duties implied by law and the policies, rules and regulations of WWFS issued from time to time.
- 3.3 You shall support the WWF Network and shall use all proper means in your power to maintain and improve the business of the WWF Network and to protect and further the reputation and interests of the WWF Network. For purposes of this Agreement, the expression "**WWF Network**" where used in this Letter means the Network of offices consisting of WWFS, WWF-World Wide Fund For Nature (Formerly World Wildlife Fund ("**WWF International**")), its branches, its network of national offices, subsidiaries and associated companies.
- 3.4 You shall comply with all the policies and directives of WWFS (including without limitation the following items listed in this Clause 3.4) which shall be incorporated into and form an integral part of this Letter, and which may be amended and updated from time to time:-
- (a) HR Policy (Employee Handbook)
 - (b) Finance Policy
 - (c) Health & Safety Policy
 - (d) Conflict of Interest Policy
 - (e) Fraud & Corruption Policy
 - (f) Personal Data Protection Manual
 - (g) Hosting Principles (as applicable)
 - (h) IT Policy
 - (i) Global Network Standards

4 Location

- 4.1 You are required to work in Singapore. However, you may be required to work in such other country(ies) as designated by WWFS, and it is a condition of your employment that you comply with any such requirement.
- 4.2 You shall undertake such travel as WWFS deems necessary or desirable for the proper performance of your duties. Such travel, if previously agreed by WWFS, shall be at WWFS's expenses, within the limits of WWFS's guidelines.

5 Salary and Benefits

- 5.1 Your remuneration shall be a basic salary of S\$6,800 per month ("**Basic Salary**"). If you are a foreign national, then Part 2 of Appendix I will apply to you.
- 5.2 The Basic Salary is payable to you on the 25th of each calendar month and will be remitted to your bank account directly. Should the 25th of the month falls on a weekend or gazetted public holiday, then the Basic Salary for that month will be paid on the previous Working Day (as defined below).
- 5.3 Where applicable, WWFS will additionally pay the employer's contributions to the Central Provident Fund Board in accordance with the applicable Singapore laws and regulations.
- 5.4 Where applicable, WWFS shall be entitled to deduct or withhold such sums from your Basic Salary and pay such employee's contributions to the Central Provident Fund Board, as well as such amounts to the Inland Revenue Authority of Singapore and/or such other relevant authorities in accordance with the applicable Singapore laws and regulations.



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- 5.5 You will be responsible for all taxes which may be payable in respect of any remuneration due to you hereunder and you agree to forthwith indemnify WWFS against any claims for tax in respect of any such remuneration.
- 5.6 Your performance will be reviewed at the end of each calendar year or on such periodic basis as may be determined by WWFS from time to time, and WWFS may make such adjustments to your Basic Salary at its sole and absolute discretion.

6 Hours of Work

- 6.1 The normal working hours shall be 37.5 hours per work week

Mondays to Fridays excluding Saturdays, Sundays and Singapore gazetted public holidays, or such number of working hours or timings as may be determined by WWFS from time to time. You may be required to work outside these hours in the course of performing your duties without further remuneration.

7 Other Employment

- 7.1 You must devote the whole of your time, attention and abilities during your hours of work to your duties for WWFS.
- 7.2 You may not, whether directly or indirectly, undertake any other job or carry on a business, of whatever kind, during your hours of work for WWFS.
- 7.3 You shall not during the continuance of your employment hereunder (except with the consent in writing of your Line Manager) be directly or indirectly engaged or concerned or interested, whether as shareholder, director, employee, partner, agent or otherwise in any other business competing with or in opposition to the business for the time being of the WWF Network PROVIDED THAT this shall not prohibit you from holding or being interested in shares or debentures of any company listed on any stock exchange.
- 7.4 You must exercise reasonable skill and care in performing your duties and in looking after property of WWFS entrusted to your care.
- 7.5 You may not at any time during the Employment Term without the prior written consent of the Board of Directors of WWFS engage, whether directly or indirectly, in any business or employment which is similar to or in any way connected with the business of WWFS.

8 Annual Leave

You will be entitled to the following leave benefits subject to any changes which may be imposed by WWFS from time to time:

- 8.1 In addition to the Singapore gazetted public holidays, you are entitled to the number of Working Days of paid annual leave for each year of continuous service as set out in the attached Appendix II.
- 8.2 The additional paid annual leave in accordance with our policy on additional paid annual leave will be credited to you on 1 January of the relevant year of service. You may only utilize the maximum number of days of paid annual leave accrued based on your completed months of service at the time such leave is taken. Any excess annual leave taken shall be treated as unpaid leave and WWFS shall be entitled to deduct such amount(s) from your Basic Salary for each day of unpaid leave taken.



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8.3 The Company's leave year runs from 1st January to 31st December.

9 Notification of Sickness or Other Absence

- 9.1 In the case of disability for work on account of illness and/or accident, and extended duration of this disability, you must immediately inform WWFS and/or your immediate supervisor of the reason for your absence on the same day.
- 9.2 You are required to provide WWFS, within three (3) calendar days of disability for work, with a medical certificate in which the beginning and the expected duration of disability is stated.
- 9.3 In exceptional cases, WWFS may insist on you submitting the medical leave certificate to WWFS on the first day of your absence.
- 9.4 If the duration of the disability for work lasts longer than the period initially stated in the certificate, you are required to provide a new medical certificate to WWFS covering the period of your absence from work.

10 Sickness or Injury - Requirements

The Company may, at any time while you are absent from work because of sickness or injury, require you to:

- a. undergo a medical examination (at WWFS's expense) with a medical practitioner nominated by WWFS; and
- b. give written permission to WWFS to have access to any medical or health report in its complete form on your physical or mental condition, prepared by the medical practitioner nominated by WWFS.

11 Sick Leave / Hospitalisation Leave

11.1 For the purpose of this Clause 11, the following words have the following meanings:-

- a. **"Sick Leave"** means paid sick leave, as may be certified by the medical practitioner or medical officer, but does not include Hospitalisation Leave;
- b. **"Hospitalisation Leave"** means paid sick leave, as may be certified by the medical practitioner or medical officer in the event that you are hospitalised; and
- c. **"Medical Leave"** means both Sick Leave and Hospitalisation Leave.

11.2 You are entitled to **fourteen (14) days'** Sick Leave per calendar year (continuous or interrupted) up to maximum of **sixty (60) days'** if hospitalization is required, in aggregate or such pro-rated number of days if your employment with WWFS does not commence on 1 January.

12 Medical Insurance

During the Probation Period and the Employment Term, you will be covered by WWFS's medical and hospitalization insurance schemes in place from time to time.



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13 Maternity, Childcare, Paternity and Shared Parental Leave

Where applicable, you will be entitled to paid maternity leave, childcare leave, paternity and shared parental leave, as prescribed by applicable Singapore laws and regulations.

14 Termination

- 14.1 This Contract is effective from **14th February 2022** ("**Commencement Date**") or the date of issuance of the EP (where applicable), whichever is later, unless earlier determined by either Party giving two (2) week's notice (during probation period) or two (2) month's notice (after probation period) in writing of such termination or in lieu of such notice making payment of the sum equivalent to two (2) week's salary (during probation period) or two (2) month's salary (after probation period).

The Company is entitled to terminate your employment by summary notice in writing and without payment in lieu of notice if you:

- a. commit any breach or repeated or continued (after warning) any breach of your obligations hereunder; or
- b. are guilty of any default, misconduct or neglect in the discharge of your duties hereunder or in connection with or affecting the business of WWFS or any member of the WWF Network. For purposes of this Letter, the term "affiliate" means, with respect to any entity, any other entity that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such entity (and "affiliated" shall be construed accordingly) and for the purpose of this definition, control, controls and controlled means, with respect to any entity, the possession of the power to direct or cause direction of the policies and management of such entity, whether through ownership of shares, by contract or otherwise; or
- c. are served with any bankruptcy notice or become bankrupt or if you shall apply for a receiving order or has a receiving order made against you or shall enter into any arrangement or composition with your creditors generally; or
- d. become a mentally disordered person or a patient within the meaning of the Mental Disorders and Treatment Act (Cap. 178); or
- e. are charged or convicted of any criminal offence (other than an offence which, in the sole and absolute opinion of WWFS, does not affect your position or adversely reflect upon your character or integrity); or
- f. in the sole and absolute opinion of WWFS, are guilty of any conduct tending to bring yourself or WWFS or any member of WWF Network into disrepute or that is prejudicial to the interests of WWFS or any member of the WWF Network; or
- g. fail to perform your duties to a satisfactory standard after having received a written warning from WWFS relating to the same.
- h. shall at any time be incapacitated or prevented by illness, injury, accident or any other circumstances beyond your control (such incapacity or prevention being hereinafter referred to as the "incapacity") from discharging in full your duties hereunder for a total of six (6) months, PROVIDED THAT WWFS may give you two (2) weeks' written notice at any time so long as the incapacity (as medically certified) shall continue.

- 14.2 Any delay by WWFS in exercising such right of termination shall not constitute a waiver of that right.



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15 Confidentiality

- 15.1 Without prejudice to any other terms and conditions herein and/or any other agreements between the Parties, it is a condition of your employment that you do not use divulge or disclose to any person, firm or organisation including any member of the WWF Network, (except as required by your employment or with prior written consent of WWFS) any Confidential Information (as defined below). This restriction shall apply throughout the term of your employment and shall continue to apply for up to a period of 1 year after the termination of your employment for any reason but does not apply to information which is or comes into the public domain otherwise than through your unauthorised disclosure.
- 15.2 Without prejudice to the preceding Clause 15.1, you shall not without prior written consent of WWFS destroy, make copies, duplicate or reproduce in any form WWFS's Confidential Information.
- 15.3 You shall not remove from WWFS's premises any information or documents (whether recorded in documentary form, or on computer disc or other form), or other items which belong to WWFS or any affiliate of WWFS or which contain any Confidential Information, without prior written authorisation from WWFS.
- 15.4 You shall return to WWFS upon request and, in any event, upon the receipt of the letter of termination, on your last day of work or the day you hand in your termination notice to WWFS, all documents, access codes, passwords, hardware and data processing medium, and other items which belong to WWFS or which contain or refer to any information in respect of WWFS or any affiliate of WWFS and which are in your possession or under your control. You may not invoke the fact that you need such documents or items for the purpose of carrying on your work during the notice period.
- 15.5 For purposes of this Letter, "**Confidential Information**" means any information (including any formula, access codes, passwords, pattern, compilation, device, method, technique or process) that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use, as well as any other information that WWFS desires to protect from being disclosed or used without its permission or except for its direct benefit, and includes information of WWFS, its customers, suppliers, joint venturers, licensors, licensees, distributors and other persons and entities with whom WWFS does business. Confidential Information also includes without limitation, customer lists, pricing information, manufacturing, distribution, marketing and sales methods and incentive programs, business plans, sales forecasts, budgets and management reports.

16 Personal Data

16.1 You hereby agree and consent that:-

- a. WWFS (and where applicable, members of the WWF Network) may collect, store, process, disclose, access, review and/or use personal data (including without limitation sensitive personal data such as medical details) about you, whether obtained from you or from other sources, for:-
- (i) evaluative purposes;
 - (ii) the purpose of managing or terminating your employment with WWFS or any other member of the WWF Network; and/or
 - (iii) such other purposes as required or permitted by law.
- b. personal data relating to you may to the extent that it is reasonably necessary in connection with your employment or the business of WWFS be collected and held (in hard copy and or computer readable form) and processed and used by WWFS and be disclosed to:
- (i) the directors, company secretary and such other officers of WWFS as well as other employees of WWFS;
 - (ii) any other member of the WWF Network;



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- (iii) any third party service providers or administrators as authorised by WWFS, or
- (iv) any other party as otherwise required or permitted by law.

c. WWFS may disclose and transfer your personal data to:

- (i) its related or affiliated companies (collectively "Related Companies") and/or the WWF Network for administering and managing the employment of all employees of the Company and its Related Companies and/or the WWF Network;
- (ii) regulatory authorities and government agencies for purposes that are related to or connected with his/her employment with the Company, or for purposes that may be required by law; and
- (iii) third parties who provide products or services to the Company or any of its Related Companies or the WWF Network (such as professional advisers and payroll administrators) where it is necessary for the purposes of providing the products or services;

regardless whether the Related Companies, WWF Network, regulatory authorities, government agencies or third parties are located within or outside of Singapore.

- 16.2 You represent and warrant that you have obtained the necessary consent from your family members to enable collection, use and disclosure of their personal data by WWFS for the purposes of administering and managing your employment relationship with WWFS.
- 16.3 WWFS may, from time to time, monitor your use of the internet and of email communications received, created, stored, sent or forwarded by you on equipment provided by WWFS to you for the performance of your duties where reasonably necessary to check facts relevant to the business, ensure compliance with the policies and procedures of WWFS and to investigate or detect unauthorised use of WWFS's systems.

17 Intellectual Property

- 17.1 Notwithstanding any originality, skill, labour or effort originating from you, all Intellectual Property Rights (as defined below) subsisting in any work prepared, designed or created by you in the course of your employment (whether during or outside official hours) with WWFS under this Letter shall vest in WWFS.
- 17.2 In the event any Intellectual Property Rights described in Clause 17.1 vest or shall come to vest in you at any time as a result (whether directly or indirectly) of the operation of law or of anything done by you in pursuance of your employment, you shall be deemed to have immediately assigned all such Intellectual Property Rights absolutely to WWFS for the full term during which such Intellectual Property Rights subsist and this Letter shall constitute the written assignment of the same, and prior to such assignment becoming effective, you shall hold all such Intellectual Property Rights on trust absolutely for the benefit of WWFS.
- 17.3 The Company shall in terms of the provisions of Clause 17.1 above, be the owner of the said work and shall have full rights and interests to exploit those works in any manner, to assign the same to third parties, and to lawfully restrain other persons from infringing the Intellectual Property Rights subsisting in them.
- 17.4 In the event any Intellectual Property Rights shall vest in you at any time as a result (whether directly or indirectly) of anything done by you outside the scope of business or operations of WWFS or of any member of the WWF Network but within the field of activities of WWFS or member of the WWF Network and/or owing to the knowledge or use of techniques or means that are specific to the business or operations of WWFS or member of the WWF Network, you will be bound to inform WWFS, who will enjoy a pre-emptive right in the event that WWFS should decide to assign the rights pertaining to such creations or to grant exploitation rights thereon. If WWFS decides to have such property allocated to



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itself, the compensation thereof, in the absence of any agreement between WWFS and you, will be assessed by an expert appointed by WWFS.

- 17.5 For the purposes of this Clause 17, **"Intellectual Property Rights"** means all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.
- 18 **Severability**
- If any provision of this Letter shall be determined to be illegal and/or unenforceable or if any provision of this Letter shall become illegal and/or unenforceable at any time, that provision shall be considered severable so as not in any way to affect the remainder of this Letter.
- 19 **Governing Law**
- The terms of this Letter shall be interpreted and construed in accordance with the laws of the Republic of Singapore.
- 20 **Variation**
- This Letter may not be varied or amended in any way except in writing and signed by both Parties.
- 21 **Miscellaneous**
- 21.1 The terms and conditions of this Letter, including the attached Appendices I and II represent the entire agreement between the Parties and will supersede any previous agreement between the Parties in relation to the matters dealt with in it. You acknowledge and agree that you have not entered into this Letter in reliance upon any representation, warranty or undertaking which is not set out or referred to in this Letter.
- 21.2 No forbearance or delay by either Party in enforcing any of the terms of this Letter or the granting of time by either Party to the other shall prejudice, affect or restrict the rights and powers of that Party.
- 21.3 No waiver of any term of this Letter shall be effective unless made in writing and signed by the Party against which enforcement of the waiver is sought. A waiver of any breach of any term of this Letter shall not be construed as a waiver of any subsequent breach whether of the same or a different nature.
- 21.4 The termination of this Letter however arising shall not operate to affect those terms of this Letter which, in accordance with their terms, are expressed to operate or have effect after its termination.
- 21.5 Any notice to be given under this Letter shall be in writing and shall be sufficiently served by a Party to the other by being delivered either personally or sent by registered post or recorded delivery to the addresses first stated above, or such other addresses as a party advises the other party in writing from time to time.
- 21.6 You undertake to abide by all policies, working regulations, codes and procedures whether current or future, whatever their name, which are considered to be an integral part of this Letter and as soon as



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You have knowledge thereof, without it being necessary for you to have expressly accepted them. Any express or stated inconsistency between this Agreement and any applicable company policy, code, regulation or procedure shall be resolved by giving precedence to this Agreement.

21.7 You acknowledge having received a copy of the following documents:

- (a) Hosting Principle (if applicable)

all of which are considered to be an integral part of this Letter. These policies and directives shall be updated from time to time.

21.8 A person who is not a party to this Letter shall have no rights under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any of its terms.

22 Dispute Resolution

The Parties hereby submit to the exclusive jurisdiction of the courts of Singapore.

Yours faithfully

For and on behalf of WWF-WORLD WIDE FUND FOR NATURE (SINGAPORE) LIMITED

Name: Raghunathan R

Designation: CEO

ACKNOWLEDGEMENT AND AGREEMENT

To: WWF-WORLD WIDE FUND FOR NATURE (SINGAPORE) LIMITED

I acknowledge receipt of the Letter of Employment dated 21 January 2022 and hereby accept and agree to abide by the terms and conditions as set out in the aforesaid Letter.

Yours faithfully

Name: ZHANG RINDY PENG

Date: 11/02/2022



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APPENDIX 1

WWF-WORLD WIDE FUND FOR NATURE (SINGAPORE) LIMITED MAJOR FUNCTIONS, DUTIES & RESPONSIBILITIES

Job Description

Position title:	Trust and Foundations Manager
Reports to:	Head of Philanthropy, Fundraising Department
Location:	Singapore

About World Wide Fund for Nature, Singapore (WWF):

WWF-Singapore is a Singapore-registered charity, part of WWF International – one of the world's largest and most respected independent conservation organisations. We protect critical resources for people in Singapore by driving change across government, business, civil society and local communities. To meet key conservation goals, we address issues such as deforestation, haze pollution, seafood sustainability and illegal wildlife trade in Singapore and around the region. As one of WWF's global hubs, WWF-Singapore supports a global network that spans over 100 countries.

Major Functions:

The mission of the Philanthropy Department is to contribute significant, sustainable levels of philanthropic funding to WWF-Singapore, for investment in local and regional priority conservation and environmental education projects which demonstrably advance WWF's global and local mission. The team works closely with the CEO and Board of Directors to assist in the implementation of WWF-Singapore's philanthropy strategy.

The Trusts and Foundations Manager will be expected to raise substantial funds from trusts and foundations; and work collaboratively with the Head of Philanthropy to maximise this income stream. This involves researching and setting up meetings and with trusts and foundations prospects and donors. Working in consultation with the Director of Conservation and Head of Philanthropy, the Manager must develop proposal and grant opportunities which align with WWF Singapore's strategy, and must write compelling grant applications and proposals which are relevant and carefully aligned to the mission and grant criteria of the granting organisation or donor. The Manager is expected cultivate relationships and support effective stewardship of granting organisations and major donors.

Major Duties and Responsibilities:

- Conduct prospective donor research and effectively manage the donor cycle, particularly for trusts and foundations and other granting organisations. Includes developing and managing the trusts and foundations prospect pipeline, reporting, developing engagement and grant application plans, and capturing all activity within the CRM system.
- Set up meetings and liaise with trusts and foundations prospects & donors
- Raise substantial funds from trusts and foundations and ensure project implementation and expenditure of funds is achieved within contractual milestones.
- Manage grant contracts and gifts, including gift acknowledgement letters and grant acquittals; maintain the integrity of the donor database / CRM, and generate associated reports, including philanthropy income and milestones met. Requires collaboration with Finance, Conservation and CRM teams.



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- Cultivate relationships and support effective stewardship of granting organisations and major donors.
- Write and provide content for collateral including the philanthropy case for support, conservation project concepts, digital communications, presentations, donor impact reports and bespoke project proposals. Requires coordination and excellent working relationships within WWF Singapore and across APAC conservation teams.
- Manage strategic events, exhibitions and presentations to external philanthropy stakeholders and VIP audiences.
- Coordinate itineraries, travel logistics and budgets for APAC Conservation Project Site Reviews for philanthropy stakeholders and prospective donors.
- Develop a guide for engagement with trusts and foundations, in collaboration with the corporate team.

Career Progression Opportunities

- Head of Trusts and Foundations

Profile:

Required Qualifications

- Degree or higher degree in a relevant discipline with excellent results. Post graduate qualifications will be highly regarded.
- At least 5 years of relevant work experience in advisory, business development, philanthropy or environmental communications, and / or fundraising, with proven success. Proven high value target achievement in either trusts and foundations, public sector, major donor or corporate fundraising will be highly preferred.

Required Skills and Competencies

- Flexibility and an ability to adapt to changing circumstances.
- Ability to work well with all levels of internal management and staff, and exhibit the leadership required to establish effective cross-team collaborations for successful delivery of required outcomes.
- Ability to correspond in a context sensitive and sophisticated manner with external audiences, including trusts and foundations, major donors, high net worth individuals, and other relevant stakeholders. Sensitivity to confidential matters will be absolutely required.
- Outstanding verbal and written English expression, including an ability to draft thank you letters, emails and other correspondence, reports, proposals and grant applications, with attention to detail and correct grammar.
- Ability to communicate compellingly with visual flair.
- Outstanding organisation and interpersonal skills with ability to function in a multi-cultural and high performing team environment.
- Innovative and resourceful, and able to perform to tight and conflicting schedules.
- Strong stakeholder focus and an outstanding service-oriented attitude.
- Current knowledge of sustainability and environmental issues will be highly regarded.



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- Current knowledge of best practice principles and practices of fundraising. Expert knowledge of trusts and foundation and public sector fundraising will be highly regarded.
- Strong IT and Internet research skills, and excellent skills with applications such as MS Office, Gmail, and CRMs; as well as a working knowledge of collaborative platforms (Google Drive, Zoom, Workplace); and skills with Project Management applications. Previous experience with Raiser's Edge, Salesforce or other donor database or CRM will be highly regarded.
- Adheres to WWF's values, which are: Courage, Respect, Integrity and Collaboration.

Working Relationships:

Internal:

Works closely and collaboratively with the following leaders and their teams: Head of Philanthropy and Philanthropy Communications Manager; CEO and Business Manager to the CEO; Director of Fundraising; Director of Conservation; Director of Communications; Director of Operations; VP of Sustainable Finance; other frontline and Senior Management Team leaders and members.

External:

Communicates and coordinates with: trusts and foundations; major donors; high net worth individuals and granting organisations; VIPs, visiting WWF staff, suppliers and vendors; hospitality providers; and other visitors and guests.

Interested candidates to send cover letter and CV in English to hr@wwf.sg with the subject line "Trusts and Foundations Manager".

Part 2 [Clause 5.1]

Foreign nationals will be entitled to receive an additional cash allowance for 12 months in a year ("Pension allowance"). Your Pension Allowance will be a monthly allowance of S\$1020/- in lieu of a pension on a monthly basis. This Pension Allowance will be withdrawn immediately in the event that you obtain Singapore Citizenship or Singapore Permanent Residency.



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APPENDIX II

WWF-WORLD WIDE FUND FOR NATURE (SINGAPORE) LIMITED

Summary of Medical and Other Fringe Benefits

(The Benefits will be superceded by WWF Singapore Employment Conditions Policy and Guidelines when it comes into effect and any approved updates)

Annual Leave	25 days If the employment starts or ends part way through any calendar year, the Employee's Annual Leave Entitlement for that year will be pro-rated accordingly
Insurances	The Company will cover against accidental death, Term Life and Disability, Hospitalisation and Outpatient, Travel costs on the basis of a WWF Group Scheme.
Sick/Hospitalization Leave	(a) 14 days in each year if no hospitalization is necessary; or (b) 60 days in each year if hospitalization is necessary, and subject to an aggregate maximum of 60 days in each year.
Paternity Leave	10 days each of first three children
Maternity and Childcare Leave	Typically subject to eligibility criteria under Singapore law.
Central Provident Fund (CPF)	Contributions as required by Singapore law
Annual Health Screening	Reimbursement up to \$200.00 for employees who have worked with WWF for more than 2 years.
Public Holidays	As gazetted under Singapore Law
Long Service	Unbroken service within WWF network is recognised by additional days leave After 5 years of service completed; your total annual leave entitlement will change to 26 days After 10 years of service completed; your total annual leave entitlement will change to 28 days After 15 years of service completed; your total annual leave entitlement will change to 30 days