



Terms of Reference

Officer – Corporate Engagement WWF-Pakistan

Department	:	Corporate Engagement
Reporting to	:	Regional Coordinator, Corporate Engagement
Grade / Title	:	C3/ Officer Corporate Engagement
Duty Station	:	Regional Office [Karachi]
Employment Contract	:	Short-term/ six months
Work Week	:	5 (Monday to Friday) Days - 40 hrs / week
Work Hours	:	0830 hrs to 1715 hrs

Duties & Responsibilities:

1. Communicate responsibly and timely with corporates, ensuring WWF's credibility in all interactions.
2. Deliver persuasive presentations and represent WWF at meetings, events, and corporate forums.
3. Identify, research, and pursue potential corporate leads through data drilling and networking.
4. Support in developing proposals, partnership briefs, reports, and formal correspondence.
5. Assist in planning and execution of corporate events, CSR activities, and employee engagement initiatives.
6. Maintain and update a comprehensive corporate database of leads, contacts, and partnership history.
7. Coordinate with internal teams to ensure smooth delivery of campaigns and partner commitments.
8. Provide technical and administrative assistance to the CE team in all regions.
9. Ensure timely completion of assigned tasks with accountability and professionalism.
10. Collect payments and maintain proper financial records.
11. Execute environment education campaigns/ sponsored activities within schools.
12. Carry out any other duties related to corporate partnerships and fundraising as assigned by the supervisor.

Selection Criteria:

Education, Experience & Working Knowledge

1. A Bachelor's degree preferably in social science, education or environment studies;
2. At least one year of experience;
3. Basic knowledge of environmental challenges and issues;
4. Aware of knowledge levels of students grade one through 12.

Skills, Abilities & Attributes

1. Should be able to travel nationally with cities
2. Computer skills including Microsoft office;
3. Proactive, detail-oriented, and able to work both independently and as part of a team.
4. Excellent communication and presentation skills; confident in engaging with corporates.
5. Strong persuasion and negotiation abilities.
6. Research and data mining skills for identifying potential leads.
7. Professional discipline in handling tasks and meeting deadlines.

8. Event coordination and organizational abilities
9. Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

WWF- Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization