



Sponsorships Officer

WeForest is a Belgium-based non-profit organization, which works with communities, local partners and NGOs to develop scalable reforestation projects mostly in tropical regions. Since 2009 we have positively impacted around 183,000ha, restoring 22,000ha and now have a capacity to reach 85,000ha or 100 million trees by 2024.

To meet our mission, we **are looking for a Sponsorships Officer** to support our sponsors and donors. You will be working with a small supportive team that has a positive attitude and high standards for professionalism.

Your Profile

Customer-focused and solution-orientated you will be the first point of contact for all our enquiries and an ambassador for WeForest. You have up to 3 years of experience in a customer engagement or donor relations role and a natural flair for engaging people. Working with an NGO in the past would be a plus, as would experience in using a CRM tool like Salesforce. You like the combination of routine administrative work that requires your eye for detail with the interaction with different types of sponsors and donors. You are keen to learn and grow in your role. You have a degree that could be marketing, business administration or environmental studies; in any case you have a proven familiarity with the global climate challenge and solutions and believe in the work and values of WeForest. You are fluent in English and French and as comfortable writing as you are speaking.

ROLE & MAIN RESPONSIBILITIES

Reporting to the Sponsorships Manager, the **Sponsorships Officer** position is an all-round job and will work closely with the communications and finance team. This is an amazing entry position that we expect to evolve into future opportunities.

Sponsorship support

- Respond to enquiries on a daily basis
- Preparation and drafting of offers
- Onboarding via email and videocall to inspire new sponsors and donors
- Creating sponsor webpages: collecting logos, quotes and information

Sponsor Engagement:

- Work with the communications team to provide timely reports and content
- Manage small accounts

Process & Administration

- Manage CRM (SalesForce) and other platforms with accuracy and integrity
- Report on sponsor satisfaction and make recommendations

TERMS & CONDITIONS

Position Full-time employee based in Brussels, Belgium

Start date: As soon as possible

Package: Competitive salary package for a small NGO based on experience, and full benefits package (medical insurance, meal vouchers and pension plan)

INTERESTED?

Please send applications by **Wednesday 9th December** to recruitment@weforest.org with your CV, a motivation letter, and the names of 2 recent referees. Referees will only be contacted after selection stage.

Make sure to mention the job title in the subject of the email, and to indicate where you saw the job post. And in your motivation letter, we'd love to read about what makes you happy to go to work!

Due to the anticipated high number of applicants, only shortlisted candidates will be contacted. We thank you in advance for your interest.