Deputy Director, Mandarin Collective

About APC
The Asia Philanthropy Circle (APC) is a dynamic not-for-profit organisation that is pushing for systems change and innovation in social interventions through strategic and collaborative philanthropy. Many of our members across Asia are leaders in the impact sector and our vision is to foster a better Asia through philanthropy. We work with top philanthropists and impact organisations that are leading innovation and change globally, and we are looking for someone who is interested in the sector and passionate about our work to join us.

About this Position
We are looking for a self-starter and resourceful individual to join our senior team. You will lead a new initiative at APC, the Mandarin Collective, which will be a subset of philanthropists within the APC. You will be in charge of producing curated resources and events that cater specifically to Chinese philanthropists based both in mainland China and the diaspora, leveraging on APC’s existing resources.

Members of the Mandarin Collective will enjoy specific philanthropy services, such as support in structuring family foundations, engaging next generations, and understanding how to make their philanthropy more impactful and strategic.

Another ambitious goal for this Collective will be to support programmes that will help build up understanding of philanthropy and impact in China—including funding research, organising convenings, and developing ecosystem-building projects. Overall, the Mandarin Collective will have 3 main aims:

1) Helping Chinese philanthropists improve the impact of their philanthropy with dedicated resources and programming
2) Facilitating the exchange of Chinese philanthropists with leading global and Asian philanthropists and the rest of the APC membership;
3) Developing the Chinese philanthropic market

The Deputy Director will be building personal high-touch relationships with Mandarin Collective members, offering them ongoing support and expertise in connecting to good organisations and practices in the field, as well as providing individual support in building their philanthropy expertise and capacity through customised advisory. They will provide services and resources from APC’s core offerings and translating these for the Collective members. They will also have a critical role in integrating the Collective members with the rest of the APC community.

Responsibilities & Duties
The Deputy Director reports to the Chief Operating Officer and is expected to become a critical member in a lean team that works across many functions with each other. The candidate must be able to multi-task on different work streams all at the same time, including organising events, conceptualising new projects, and writing thought pieces. There will be travel involved, including to China, and other places for learning journeys and site visits.

Responsibilities include:
Design and provide curated Services for the Collective members – APC aims to support members of this collective by providing specific services such as:

- One-on-one philanthropy consulting for each Collective member with APC leadership and experts
- Supporting structuring of family foundations
• Providing philanthropy advisory, especially relating to family legacy and engaging with next generations
• Facilitating connections and organising meetings between philanthropists and their next generations from China and other markets
• Providing philanthropy concierge service, e.g. linking them with the best-in-class organisations in their fields of interest
• Producing translated Mandarin resources in all areas of philanthropy, including how to design foundation strategy, impact assessment
• Providing interpretation support at APC and other philanthropy events for meaningful engagement
• Designing bespoke visits and trips to innovative and leading organisations according to members’ interests
• Enabling access to regional and international leaders in foundation, NGO sector, and government related to philanthropic work.
• Produce research to understand the Chinese philanthropy landscape, concurrently provide thought pieces and in-house philanthropic resources in Mandarin, e.g. APC Philanthropist’s Guide
• Organise regular events, workshops, panels, and dialogues (frequency to be determined by the Collective) to engage with government officials and think-tanks in strategic philanthropy, and share the expertise and lessons from around Asia, and provide advisory on policies and programmes related to philanthropy and the charity sector.
• Collaborate with higher education institutions such as leading Chinese institutes (e.g. exchange programmes with their UHNWI students, produce Chinese resources on philanthropy)

Qualifications
• Candidates must be native Mandarin speakers, and also effectively bilingual in English.
• Candidates must be familiar working with the Chinese UHNW community, and adept at responding to their needs and expectations.
• Exceptional candidates with high level of commitment, willingness and ability to proactively seek ways to help grow a lean organisation to increase our impact.
• Good written and oral communications skills, with experience and maturity to engage senior people.
• Natural ability to connect with senior people, with confidence to provide advisory to them.
• Constant desire to learn and improve across a wide sector of topics, and ability to pick up new topics and ideas at the get-go.
• Ability to multi-task and thrive in managing a variety of responsibilities across our programmes and services offerings. Critical to be flexible and adaptive in order to manage constantly evolving situations and multi-sectoral engagements.
• Candidate has to be able to respond effectively in fast-changing situations and to keep with the fast pace of a lean and efficient organisation.
• Proficient at connecting the dots, nurturing ideas to fruition amongst members.
• Ideally, a track record of a minimum of 5 years of professional experience in the senior advisory space, connected to social or environmental topics, as well as professional experience in engaging on philanthropy in general or a specific social cause.
• Strong networks in the impact space in order to easily connect with best-in-class leaders and rising innovators.
• High-level of personal integrity with track record as team player.
• Preferable to also have significant expertise in gender equality programming, and is dedicated to ensuring effective gender integration.
• Strong alignment with the mission and vision of APC.

Application Details
Interested candidates should write in with your CV and areas of interest to stacey@asiaphilanthropycircle.org. Only successful candidates will be notified.