



## **Associate/Senior Associate, Community & Projects**

**Asia Philanthropy Circle (APC)** is a community of philanthropists who are collaborating to chart a fair, prosperous, and sustainable future for Asia. Our members, across 13 markets, champion social innovation for public good, and pioneer collaborative approaches to address systemic challenges. Through our collective impact, APC aims to accelerate public good for a better Asia. We are a registered charity headquartered in Singapore.

Founded by Asian philanthropists, APC furthers the aspiration for collective impact through peer exchanges, collaborative ground-up projects and the development of initiatives and knowledge resources to build the regional social impact ecosystem. We are a dynamic not-for-profit organisation striving for lasting solutions to the most pressing social issues of our time through strategic and collaborative philanthropy. Many of our members across Asia are top philanthropists and leaders in the impact sector.

We are looking for someone interested in the sector and passionate about social impact work. In a dynamic environment, we offer a unique opportunity to gain first-hand insight into the world of private philanthropy across Asia. Under the guidance of the organisation's senior management – globally acclaimed philanthropy experts and leaders – the Community Associate will develop their knowledge and skillsets to excel across many fields.

The candidate will work on projects spanning multiple sectors due to the wide range of members interests, for e.g., from education and early childhood development, to eldercare and mental wellness, to migration issues, climate change etc. Our programmes are broad-ranging but ultimately focused on delivering systems change and social innovation through strategic and collaborative philanthropy. To achieve these, we work with local and international NGO leaders, government agencies and partners to improve philanthropy in Asia. The candidate will support these ideas and activities in their conceptualisation, coordination and delivery.

This is a very exciting position for a young, passionate, and bright future leader who wants to learn how to leverage resources to create the most impact. We offer direct regional experience and rare insight into Asia's leading foundations and philanthropists.

### **Responsibilities**

The Associate's duties include, but are not limited to, the following:

#### **Community: Building a Community of Philanthropists & Changemakers**

- Manage our member database and conduct research to keep the team informed on member interests, engagement and progress in their philanthropic journeys. These include creating the Membership Engagement Summary for annual membership check-ins, analysing data on impact, supporting opportunities for exchange amongst members etc.

- Support the organisation of our events, including crafting agendas, conducting basic research and producing presentation materials, creating invites, logistical support, writing articles for newsletters and APC communication needs, etc. Events could include in-person roundtables, online dialogues, learning journeys, expert workshops, annual members summit that rotates around Asia, and public events
- Support the team in all forms of membership services, including the production of a regular newsletter on members' impact activities through desktop research
- Propose new ideas and forms of member engagement that may be effective – and fun!

### **Projects & Ecosystem Building: Researching & Developing Innovative Models for Systems Change**

- Help conceptualize and execute on APC's programming, ground-up projects, ecosystem building initiatives, working with the team and external advisors (where appropriate) to nurture the Asian philanthropic ecosystem and to grow Asia philanthropist's influence on regional and global issues affecting Asian communities.
- Conduct research to support the ideation and development of potential collaborative social impact projects, including examining the landscape, potential target market and philanthropist interests etc.
- With guidance, help to produce project plans, concept notes and succinct meeting notes, which are critical materials to project management
- Liaising with potential partners, coordinating on follow-up, and liaising and reporting to members in an effective manner to facilitate our projects to fruition

### **Requirements**

- Possess excellent research and writing skills, with past demonstrable experience and portfolio. Preference will be given to those fluent in different writing styles: e.g. opinion pieces, short-form articles and qualitative research reports.
- Applies lateral thinking and can pick up new topics easily. Able to translate concepts to paper, grasp ideas on the go and synthesise effectively and quickly.
- Able to conduct desktop research independently and with minimal supervision based on broad guidelines provided.
- Have some basic understanding of the social impact sector and proactively learns about and participate in activities in the community. Some understanding of the principles of strategic philanthropy is preferred.
- Able to multi-tasking effectively across different functions, including event coordination, writing, programme follow-up, partners outreach, etc.
- Have an outstanding command of English; mastery in other languages such as Mandarin, Bahasa Indonesia, preferred.
- Well-versed in Microsoft Office suite, especially Word, Powerpoint and Excel. Familiarity with data management software, social media is a bonus.
- Strong alignment with the mission and vision of APC.

Due to current employment restrictions, we are only considering Singapore citizens and PRs for this position.

Interested candidates should write in with your CV and areas of interest to [hr@asiaphilanthropycircle.org](mailto:hr@asiaphilanthropycircle.org)