



Lead, Innovation and Insights

Developing insights to strengthen philanthropy and its collective impact in Asia

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 initiatives and thought leadership that builds the social impact ecosystem.

We are looking for a versatile, intellectually curious manager to research and develop special projects with the potential to drive breakthroughs on important societal issues. The candidate should have a strong analytical background, experience in strategic planning and demonstrated ability to develop evidence-backed insights and translate them into actionable outputs (e.g., thought pieces, engagement opportunities, partnerships) for senior audiences. Experience in social impact as well as management consulting, strategic planning or finance is highly desirable.

Key Responsibilities:

I. Conduct and advise research efforts geared toward action

- **Scope and conduct research** on emerging issues in philanthropy, social impact, and public policy. This could involve examining innovative approaches (e.g., blended finance, movements), salient themes (e.g., education, climate change), new markets, member segments. Uses qualitative and quantitative methods, to deliver clear evidence-based recommendations for collaborative philanthropy and APC's role on important social issues.
- **Develop ground-up projects informed by research:** Scope, conceptualize and implement projects that advance APC's desired impact, mobilising critical members and partner support for the work.
- **Contribute to managing stakeholders toward action based on insights.** Manage multi-stakeholder teams toward common outcomes to unlock systems change. Work closely with Head, Innovation & Insights and Deputy CEO to build partnerships, navigate complex political landscape and accelerate action.
- **Support thematic portfolios.** Work closely with thematic portfolio leads to support the development of thematic strategies and specific projects under each theme.

2. Generate knowledge from APC activities and community to build the philanthropy ecosystem

- **Co-create content / thought pieces** working closely with team members, for publication in-house or in industry publications, news media, social media etc. Develop:
 - **Resources for philanthropists**, leveraging insights from research and member activities (e.g., A Philanthropist's Guide).
 - **Thought leadership** that raises awareness of philanthropy's contributions to society (e.g. Future of Asian Philanthropy).
- **Contribute to growing philanthropy's presence.** Work with team to secure opportunities for APC and members to present as thought leaders on philanthropy, social impact, and salient issues. Engage key target audiences with knowledge products. Lead ecosystem building events, in partnership with APC Communications Manager
- **Develop philanthropy support initiative** (e.g. Asia Community Foundation)
- **Conduct impact measurement and learning:** Collect and analyse data on outcomes of APC's programming. Incorporate knowledge and practices throughout APC's activities where appropriate to institutionalise learnings

3. Contribute to a positive team culture

- **Direct work.** Thoughtfully leads self, and where appropriate, provides direction, delegates responsibility and removes obstacles to get work done
- **Develop talent.** Proactively manage their own professional development together with the direct supervisor, and formally supervise and/or informally mentor others. Review staff performance, ensure an adequate level of staff engagement and development, including a sense of alignment with the organisation's goals and culture
- **Nurture innovation.** Builds a culture of openness to feedback, learning and innovation that reflects APC's values in addition to encouraging good performance and delivery.

This is a full-time role, the candidate should preferably be currently based in Singapore. S/he will be an integral part of the team and involved in multiple aspects of APC's work. This is an opportunity to shape how Asian philanthropy and social impact will grow in the next decade.

Qualifications

- 3-10 years of relevant work experience preferably in a strategic or project management role within a demanding analytical environment (e.g. management consulting, internal strategy department) working with senior audiences, preferably within the social impact sector
- Past experience conducting rapid research projects for action, including having familiarity with a variety of research methodologies (quantitative and qualitative)
- Desirable: Track record of managing teams and working across teams
- Desirable: demonstrated interest and/or experience in nonprofits, philanthropy, and/or public policy, ideally with grantmaking organisations

About you

- **Strategic, systems thinker** with a passion for solving complex societal issues and keen to apply skillset toward social impact / philanthropy
- **Analytical rigor and problem-solving skills**, able to analyze problems, structure approach, synthesize complex information and develop actionable recommendations.
- **Drives to action.** Grasps ideas on-the-go and able to quickly translate concept to output.
- **Strong interpersonal and verbal communication skills** with the confidence to communicate regularly with very senior leaders
- **Hunger and humility to learn** given the diverse skillsets needed in an evolving field
- Entrepreneurial mindset, adaptable, proactive, and operates with a sense of urgency
- Enjoys working with a culturally diverse team in a mix of remote and hybrid arrangements

Apply

Interested candidates should write in with your CV and areas of interest to hr@asiaphilanthropycircle.org