



## Head, Community & Engagement

*Developing the membership and building a community of philanthropists focused on 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.

This position is a key architect of a vibrant community of APC members and high-impact partners. The successful candidate will have experience successfully nurturing communities of engaged members/users/customers and facilitating them toward joint action and impact. Experience in philanthropy, community management and/or management consulting is desirable.

### Key Responsibilities:

#### 1. Lead engagement with members and stakeholders

- **Engage with APC members** to understand their interests, and develop events and opportunity for engagement that spurs learning and collaborative action
- **Relationship with members.** Develop strong, warm, and trusting relationships with members and prospects that provides a foundation for collaborations, bold social innovation, and broad impact through philanthropy
- **Build strong relationships** between the APC network and ecosystem stakeholders (e.g. academia, civil society organizations, government, intermediaries etc.)
- **Support members** on specific requests

#### 2. Oversee Membership Engagement and Core Programmes

- **Community building and engagement.** Ensure that we build a vibrant, cohesive APC community and that member needs are being met (e.g., connecting members with common interests as well as with experts and other leaders)
- **Key programmes:** With the leadership team, lead the organization and execution of annual milestone events (e.g. venn, Learning Journeys)
- **Oversee member communications.** This includes ensuring APC as a whole team communicates regularly and effectively with members. Refine the “APC process” as needed and ensure that other team members are also engaging with members where applicable and building a close rapport within the circle.
- **Develop APC’s stature with members,** working closely with research & insights team members to advise and influence member portfolios of work toward more impact.

### 3. Drive Membership Growth

- **Refine member engagement model to suit new strategy and servicing needs.** Work with the leadership team and grow APC value add to members' work. Continually stay on top of philanthropy trends and update APC offerings to appeal to new segments.
- **Membership growth.** Work with the leadership team and relevant country representatives, including tapping member's connections, to drive market expansion and member acquisition (through segmenting prospects, crafting outreach approaches in line with Board-approved strategies) and to pursue and close on membership leads

### 4. Team Leadership and Building a Positive Team Culture

- **Alignment:** Align member programmes with organisational vision, mission and strategy
- **Provide leadership and rally the team.** Provide team members a strong day-to-day leadership presence, bridging programming and operations and supporting a collaborative, productive 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
- **Represent APC** and serve as a key liaison including to the social sector (e.g., NGOs, social enterprises, public and private funders), government, private organisations, academia, think tanks, media and others affecting APC's visibility and thought leadership.

This will be a full-time role and the candidate should preferably be currently based in Singapore. The successful candidate will report to the Deputy CEO and, as an integral part of the team, be involved in multiple aspects of APC's work. This is an opportunity to shape the way that Asian philanthropy and the social impact space will grow in the next decade.

### **Qualifications**

- 5-15 years of relevant work experience preferably in a strategic, external-facing role, preferably within the social impact sector
- Past experience developing communities and networks and motivating joint action
- Adept with a variety of writing and communication styles to frame ideas and concepts effectively for different target audiences
- Desirable: Leadership experience and track record of managing teams
- Desirable: demonstrated interest and/or experience in nonprofits, philanthropy, and/or public policy, ideally with grantmaking organisations

## About you

- **People-oriented community builder** with a passion for bringing people together to solve problems and keen to apply skillset toward social impact / philanthropy
- **Has a strong track record of developing networks and strong relationships.**
- **Experienced in event management** and establishing an organizational presence at external events and conferences
- **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.
- **Demonstrated leadership abilities**, with the capacity to lead and influence teams and contribute to a positive team environment to achieve ambitious goals
- **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](mailto:hr@asiaphilanthropycircle.org)