



## **Senior Associate/Manager: Communications and Programmes**

### **Job Description**

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 are looking for a marketing and communications specialist, who is also passionate about learning and contributing to the social impact sector, to join our team. The candidate will be responsible for all our communications materials, including our marketing materials to external parties, members, and also for our online presence, as well as participate in co-driving APC's regional thought leadership agenda. The candidate will also be in charge of managing our events, which includes topical roundtables, online dialogues including global leaders, international learning journeys and site visits, high-level multi-sector events and overseas retreats.

The candidate will lead the PR and communications strategies for some of these events and our project launches, taking charge of all communications, media liaison and publicity. Where applicable, the candidate can/will work with volunteers, interns, consultants or partners to execute the programmes effectively to ensure that the impact is achieved.

This driven person will also be supporting our membership programmes and will be expected to be fully engaged in our co-creation, programme design and delivery processes.

APC is a lean and fast-paced organisation, and team members should excel in a multi-tasking and flexible environment in order to thrive!

### **Requirements**

- Excellent written and oral communications skills in English, with demonstrable past experience and track record. Please show previous work on copywriting, marketing materials, press release or written articles.
- Have excellent inter-personal skills, creativity skills and critical thinking skills.
- 2-3 years of experience in marketing communications-related role.
- Well-versed with online platforms like mailchimp, wordpress and Salesforce. Must be at least comfortable with managing corporate/organisational social media accounts.
- Skilled at Microsoft Office Suite, especially Powerpoint in creating presentation decks. Preferably also good at photo and video editing, and simple design software.

- Familiar with organising all forms of events: online and physical – big events to small intimate learning events, and high-level closed door events. Experienced in managing vendors for successful organisation of such events, both locally and overseas.
- Preferable mastery of an Asian language, especially Mandarin (written, reading and spoken), or Bahasa Indonesia.
- Ability to juggle multiple projects, eagerness to learn across various sectors, and appreciation of varied work streams.
- High-level of personal integrity with track record as team player.
- Strong alignment with the mission and vision of APC.

## Job Scope

Candidate will be working with the full team across our 12 different Asian markets (and growing) on various programmes and events. They:

- Lead the revamp and regular update of all our marketing materials, including: ppt deck, annual report, press release, website (includes members' portal) and social media accounts (light touch).
- Manage content, submissions, editing, layout of our two newsletters.
- Copywriting and layout of our membership materials: e.g. onboarding kit or membership guide.
- Manage production of a diverse range of information products, viz. any APC reports, publications and resources, including: layout, design, publishing.
- Manage the invites and RSVPs of all our events, with support from other team members.
- Manage organisation, logistics and membership coordination of events, including overseas trips, online dialogues, overseas roundtables, workshops, and other bigger events.
- Support for membership related administration and follow-up.
- Support team members on programming creation, including research, partner outreach, follow-up.
- Write articles for in-house or external publication, support junior team members with proof-reading and writing.
- Where applicable, candidate will also be involved in projects support and membership liaison.
- Outreach and management of media (local and international) for events, project launches, thought pieces.
- Develop strategic partnerships with key actors in the space to further our thought leadership agenda.

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