



Scope of work for part-time consultancy service engagement

In-country Philippines Market Development and Representation

Overview

The Asia Philanthropy Circle (APC) is seeking an in-country consultant for its Philippines market development and philanthropic work. The consultant will present themselves as a representative of APC. This is a part-time service engagement for a period of up to 3 years, with annual reviews, including specific targets that will be agreed between APC and the consultant, for continued renewal.

The consultant must demonstrate prior experience in the Philippines philanthropic market, robust experience of how the sector works, and also have existing networks to the UHNWI and philanthropic market.

Key deliverables

- Function as an in-country representative for APC
- Help maintain and grow APC's engagement and membership in Philippines. This includes generating new prospects, meeting them and following up with all such relationships
- Organize four small convenings (i.e., 10-15 participants) per year focused on issues important to the local context, inviting appropriate experts and potential partners. [APC is able to support communications (i.e., invitations) and, if online, backend operations as needed.]
- Regular outreach to prospective and new Philippines members to attend APC activities
- Serve and maintain membership, including basic philanthropy advisory to members as well as identifying points of collaboration or other engagement with broader APC membership

On an ongoing basis, it is anticipated that the consultant will spend not more than 8 hours per week on this work, along with approximately 20 hours for design and delivery for each of the four convenings.

Requirements

- Located in or near Manila, Philippines and able to travel domestically (travel restrictions permitting)
- Minimum 5 years of experience in the Philippines philanthropic/nonprofit sector with existing direct access and networks to Filipino UHNWI and philanthropists
- Ability to work independently and also to communicate and report effectively with a remote HQ
- Strong alignment with the mission and vision of APC

About APC

APC is a regional membership-based organisation, headquartered from Singapore, with over 40+ philanthropists as its members across 13 different countries/regions. APC provides its members with a safe space to learn and practice strategic and collaborative philanthropy together in order to address some of the most critical issues in this region.

The selected consultant will be part of a small, lean but high-performing group of philanthropy professionals seeking to provide philanthropists in this region with the most effective experiences to enhance their impact. APC strives to be the team of change-makers with its members to make the shift in improving the conditions in Asia at a high systems level.

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