



## **Knowledge Resources Associate/ Manager**

*Developing tools and thought leadership for Asian philanthropy*

Asia Philanthropy Circle (APC) is a membership-based platform for exchange and collaboration among philanthropists in Asia. APC supports leading philanthropists to accelerate private action for public good by addressing systemic challenges through collaborative philanthropy. It is a registered charity headquartered in Singapore.

The transformation of giving into thoughtful, strategic and impactful philanthropy is best aided by learnings from others who have walked the same path. APC, as a membership platform, curates resources that allow members to learn from one another and from leading experts. APC also produces resources for the wider ecosystem to support regional initiatives and policymaking.

We are looking for a Knowledge Resources Associate/ Manager to spearhead APC's work in research, data collection, and thought leadership. The candidate should be someone who is well-versed in philanthropy and can translate theories or models into tools, activities and events for APC's members.

This is an opportunity to contribute to the development of Asian philanthropy at both the individual and ecosystem level. The Knowledge Resources Associate/ Manager will support APC to do so through the following pillars:

### Research

- Design and conduct action-biased research in areas of philanthropy and related areas of work, including thematic areas (e.g. education, healthcare, community development and eldercare) and philanthropy approaches (e.g. blended finance, collaborative philanthropy)
- Prepare workshops and events for APC members that integrate expert voices and inspire member learning
- Develop tools and resources for members from APC project insights or fellow member experiences to support learning
- Support APC's ecosystem-level work, including research for advising policymakers and refining our concept of Asian philanthropy

### Membership

- Develop materials for member-related work, including for our Members Portal, membership mapping, and members' analysis
- Support team on APC events and projects, which will cover event management, administration and project coordination functions
- Work directly with our members and other UHNWI to understand and improve their philanthropy

### Communications

- Research and write articles and thought-pieces that will be published in-house or through industry publications or news media

This will be a full-time role and the candidate should preferably be currently based in Singapore and able to commence work by May 2022. The candidate's position will be based on years of experience and compensation will be commensurate with the relevant experience.

The Associate/ Manager reports to the Chief Operating Officer and, as an integral part of the team, will be involved in all aspects of APC's work to support other team members.

### **Requirements**

- Minimum two years of relevant work experience in the non-profit sector, ideally with grantmaking organisations or individuals.
- Past experience conducting research, writing reports, and distributing findings beyond written material and academic research; open to considering candidates with journalistic experience.
- Familiarity with different research methodologies, but emphasis on qualitative research and ability to connect and communicate well with very senior leaders.
- Able to switch between different writing styles, demonstrate excellent communication skills, and exhibit creative writing to effectively frame ideas and concepts based on different target audiences.
- Strategic thinker with a keen interest and understanding of the philanthropy research space who is able to identify meaningful tools and resources that would be useful for philanthropists.
- Flexible and adaptable; comfortable working in small teams and supporting various projects, whether or not through a research component.
- Thrives in a learning, dynamic environment and enjoys seeking new challenges and growth.

### **Apply**

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