



Job Description for Projects Manager

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 work with top philanthropists and impact organisations that are leading innovation and change globally, and we are looking for someone who is interested in the sector and passionate about our work to join us.

We are looking for a self-initiated and resourceful individual to join our team, who will be responsible for managing our multitude of projects that are initiated by our regional members, or catalyzed by the secretariat. This role is perfect for someone who enjoys being exposed to a wide spectrum of issues – we currently have programmes in education, healthcare, migration and inequality, and peace-building. We also have projects related to the improvement of the sector itself – and involves capacity building, policy advocacy and resource creation.

The candidate will have the unique opportunity to directly manage these projects from many different countries, and help these organisations achieve their impact. This person must be able to think outside the box, be unsatisfied with status quo, and able to think big and dare to imagine how to change the world and our complex problems. We seek to create systems change, which requires also complex solutions.

The Projects Manager will work closely with the team to manage ongoing projects to ensure that they are well-run, the scope includes:

- Manage partners so that they keep within project timelines
- Provide clear, relevant and regular reporting to APC members and donors
- Provide project partners/grantees with relevant advisory (or connect them to the right partners who can) so that they can meet their intended outcomes
- Conduct or coordinate impact assessment using relevant models
- Work closely with team members to conceptualise and deliver new project proposals
- Where required, conduct due diligence using best-in-class or relevant frameworks

The candidate must possess a curious mind, and be keen to constantly learn about the latest trends in the impact and innovation sector, in order to apply directly to their work. APC believes in learning, and will encourage and support our team for training and improvement.

If you are someone who thrives in a lean, dynamic organization, and enjoys working on different real-world challenges, this is an exciting and rare opportunity. This role will give you direct access to some of the leading philanthropists and foundations in the world, and work with aspiring ground movements and apply latest innovations to our society's problems.

Essential skills/experience

- Prior work experience in the social sector, especially in the area of project or grant management, monitoring and evaluation, or non-profit consulting.
- Impeccable writing and research skills.

- Exceptional at providing reports, synthesising data, and reporting to donors and partners.
- Ability to multi-task across multiple projects in varying sectors.
- Able to provide structure and clarity in uncertain conditions with variable factors.
- Strong interpersonal communication skills, in particular when managing and providing advisory to grantees and project partners.
- Excellent stakeholder management skills, excel at convening people and getting work to progress where multiple stakeholders are involved.

Desirable skills/experience

- Prior experience of working with Asian non-profits, and with regional on-the-ground experience.
- Familiar with the impact and innovation sector, well-versed with internationally recognised tools and measurements, frameworks and models for reporting, impact assessment or conducting due diligence.
- Fluent in an Asian language, e.g. Mandarin, Bahasa Indonesia.

Reporting

- The Projects Manager will report to the COO, but will work closely with the whole team to ensure our projects are successful. Where required, they will also be given support and will be required to manage interns and trainees.

KPIs/Goals/Milestones

- The Projects Manager's goal is to ensure projects are managed effectively to meet its intended outcomes. This will include ensuring projects are meeting project timelines, establishing and managing effective relationships with stakeholders, delivering timely updates to members and donors, providing strong project support to APC team members, and setting up robust project evaluation processes where necessary.

Eligibility

We would give strong preference to candidates who already have eligibility to work in Singapore.

Interested parties should contact info@asiaphilanthropycircle.org