



## Job Description: Executive, Membership & Projects

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 offer within a dynamic environment a unique opportunity to gain first-hand insight into the world of private philanthropy across Asia. Under the direct guidance of the organisation's senior management – globally acclaimed philanthropy experts and leaders – the Membership & Projects Executive will be able to develop their knowledge and skillsets to excel across many fields,

The candidate will be required to work on APC's projects that span across multiple sectors: from eldercare and mental wellness, to education, migration issues, and even climate; according to members' interests. Our programmes are broad-ranging but focused on delivering systems change and social innovation through strategic and collaborative philanthropy. To achieve these, we also work with international NGO leaders, government agencies and partners across the spectrum to improve philanthropy in Asia. The candidate will be supporting across these programmes in their conceptualisation, coordination and delivery.

This is a very exciting position for a young, passionate and bright future leader who wants to learn how to leverage resources to create the most impact. We offer direct regional experience and rare insight into Asia's leading foundations and philanthropists.

## Responsibilities

### Building a Community of Philanthropists & Changemakers

- The Executive will manage our database of members and help retrieve information that will inform the team on membership interests, engagement and progress. These include Membership Engagement Summary for annual membership check-in, data analysis for impact review and reporting, members' exchange and event invitations.
- The Executive will support the organisation of our events, including conducting basic research and producing presentation materials, writing event and review articles for newsletters and other communication materials. These events include in-person roundtables around the region, online dialogues, learning journeys to any part of the world, expert workshops, our annual members summit that rotates around Asia, and larger ecosystem events. They will also be encouraged to propose new ideas and forms of engagement with the members that can be more effective – and fun!
- The Executive will support the team in all forms of membership services, including the production of a regular newsletter on members' impact activities through desktop research.
- This role also be in charge of monitoring and analysing our impact and engagement with members and the wider community.

### Develop Innovative Models for Social Financing & Systems Change

- The Membership & Projects Executive will be exposed to multiple projects and programmes that APC is involved in. These include, but are not limited to, projects that are still in development stage. Hence, the Executive will learn how to conduct landscape research to support the ideation and definition of new collaborative philanthropic projects.
- The Executive will also be guided to produce project plans, concept notes and succinct meeting notes, which are critical materials to project management.
- The Executive will also be responsible for liaising with potential partners, coordinating with them on follow-up, and liaising and reporting to members in an effective manner that will facilitate our projects to fruition.

### **Requirements are:**

- Candidates must possess excellent research and writing skills, with past demonstrable experience and portfolio. Preference will be given to those who are fluent in different writing styles: e.g. opinion pieces, short-form articles and qualitative research reports.
- Candidate must have outstanding command of English, mastery in other languages such as Mandarin, Bahasa Indonesia, will also be preferred.
- Candidates must be able to conduct desktop research independently and with minimal supervision based on broad guidelines provided.
- Candidates should also have some basic understanding of the social impact sector, the principles around strategic philanthropy, and demonstrate pro-activeness to learn more and participate in activities in the community.
- Candidates must be able to adapt to lateral thinking and pick up new topics easily and quickly. They must be able to work within short time frames and be able to translate concepts to paper, grasp ideas on the go and be able to synthesise effectively.
- Candidates should excel in multi-tasking across different functions, including event coordination, writing, programme follow-up, partners outreach, etc.
- Candidates should be well-versed in Microsoft Office suite, especially Word, Powerpoint and Excel. Familiarity with data management software, social media is a bonus.
- Strong alignment with the mission and vision of APC.

Due to current employment restrictions, we are only considering Singapore citizens and PRs for this position.

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