



Donor Relations Lead

About ACF

Asia Philanthropy Circle (APC), a membership platform founded by philanthropists for philanthropists in Asia, is currently working on an exciting project to support the development of regional philanthropy through the **incubation of a brand-new platform in Singapore that would facilitate cross-border giving within Asia—the Asia Community Foundation (ACF).**

ACF will be a separate legal entity with its own board and team. ACF's goal is to unlock latent giving within Asia by establishing Donor Advised Funds (DAFs) for high to ultra-high net worth donors, and matching donor interests to funding opportunities in the Asian region. ACF's key value proposition would be to help donors give more effectively, efficiently and safely within Asia, by leveraging on a shared infrastructure that is technology-led, professionally managed, and well-networked with the necessary local ground intelligence. ACF is working closely with the relevant government agencies in Singapore to ensure that this entire process is smoothly facilitated.

ACF Services

ACF's core offering will be a holistic suite of services from start-to-end to facilitate smooth cross-border giving for donors who intend to pursue an intentional, strategic giving plan. ACF will establish and manage Donor Advised Funds (DAFs) for high and ultra-high net worth donors. ACF will then facilitate the various steps for high-impact giving within Asia—from conducting due diligence on non-profit organisations, to grant administration and disbursement of funds, and from programme development to monitoring and evaluation. ACF is also able to provide a high degree of customisations in funding and programming. ACF will also be able to provide a range of advisory services and other elective offerings, ranging from education and consulting to recruiting and grantor-grantee engagement.

Responsibilities & Duties

The **Donor Relations Lead** is responsible for raising new donors for this new ACF start-up. S/he is then responsible for onboarding these new donors by working with them directly to develop and execute their giving plans, and oversee the provision of services to engage each donor and inspire more strategic giving.

Duties include, but are not limited, to the following:

- Increase the donor base and build relationships between ACF and existing or prospective donors;
- Oversee the onboarding process, including helping each donor with their giving plan, and communicating the various country issues and landscape to donors;
- Maintain a programme for capturing donor interests to customise donor outreach and provide more appropriate service and engagement;
- Assist donors in fulfilling their philanthropy aspirations;
- Work with the Senior and Tech teams to develop systems for providing a top-quality donor experience;
- Work with the Senior Team to ensure legal and financial compliance are maintained;
- Hire and supervise a Donor Relations team;
- Coordinate with the Finance Team on the implementation of systems governing grant processing and management; and
- Coordinate with the Programme Team on any customised research, due diligence, programming support and monitoring and evaluation.

Qualifications

- Has at least five (5) years of managerial experience, preferably with experience in non-profit fundraising and related fields;
- Deep interest in regional social impact work;
- Minimum Bachelor's Degree;
- Strong interpersonal, organisational, time-management, networking, and development skills, especially with high to ultra-high net worth individuals or families;
- Excellent verbal and written communication skills, computer literacy and competency in public speaking;
- Demonstrated ability to present a professional image;
- Demonstrated ability to handle confidential and sensitive information;
- Comfortable with managing a database system;
- Excellent conceptual and analytical skills;
- Ability to work effectively, independently and in a team environment;
- An ongoing commitment to training both in soft and technical skills; and
- Commitment to ACF's values.

Application Details

Please send in your cover letter and resumé to hr@asiaphilanthropycircle.org. Only successful candidates will be notified.