



Programmes 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 **Programmes Lead** is responsible for matching ACF donors to non-profit organisations and their programmes in their countries and fields of their interest. S/he is also responsible for working with donors to help fulfil their philanthropy aspirations.

The duties include, but are not limited, to the following:

- Manage all aspects of grantmaking, as guided by donor interests, and including identifying and working with current and prospective grantees, conducting due diligence, customising programmes, developing and launching requests for grant applications, and providing technical assistance;
- Provide programme support for the maintenance of active grants, including regular communications and problem solving with grantees and partners, and report review, analysis, and feedback;
- Put in place a monitoring and evaluation programme;
- Keep abreast of relevant issues, research and trends;
- Work with the Donor Relations and Tech teams to ensure a top-quality donor experience;
- Work with the Senior Team to ensure legal and financial compliance are maintained;
- Hire and supervise a Programmes team;
- Coordinate with the Donor Relations and Finance Teams on the implementation of systems governing grant processing and management; and
- Coordinate with the Donor Relations Team on any customised research, due diligence, programming support, and monitoring and evaluation.

Qualifications

- Has at least five (5) years of managerial experience, with experience in grantmaking and programme development;
- Minimum Bachelor's degree;
- Knowledge of philanthropy and application of best practices in grantmaking;
- Strong interpersonal, organisational, time-management, and ability to interface with high to ultra-high net worth individuals and families;
- Excellent verbal and written communication skills, and computer literacy;
- Demonstrated ability to present a professional image;
- Demonstrated ability to handle confidential and sensitive information;
- Comfortable with managing a web-based grants management system;
- Excellent conceptual and analytical skills; ability to problem solve and exercise good judgement; ability to digest and synthesize substantial content information in a short time;
- Ability to work effectively, independently and in a team environment;
- An on-going commitment to training both in soft and technical skills;
- 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.