



Deputy Director, Knowledge Resources

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 Deputy Director who will spearhead APC's knowledge resources work in research 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 involves stand-alone knowledge projects as well as implementing a consistent level of knowledge creation and learnings across APC's various collaborative projects and events.

This is an opportunity to contribute to the development of Asian philanthropy at both the individual and ecosystem level. The Knowledge Resources Deputy Director 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)
- 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

- Engage with APC members to understand their interests and needs
- Prepare workshops and events for APC members that integrate expert voices and inspire member learning
- Incorporate knowledge pieces and practices throughout APC's events and projects to institutionalise knowledge management and learnings

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. The Deputy Director 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 5-7 years of relevant work experience in the non-profit sector, ideally with grantmaking organisations or individuals.
- Past experience overseeing and conducting research projects, as well as distributing the findings through various modes beyond written publications.
- Familiarity with different research methodologies, but emphasis on qualitative research.
- Able to connect and communicate well with very senior leaders.
- Comfortable switching between different writing styles 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; experience in leading 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 Stacey Choe at stacey@asiaphilanthropycircle.org