



## Manager / Deputy Director, Ecosystem Building & Knowledge Resources

*Developing insights and resources to strengthen philanthropy in Asia*

**Asia Philanthropy Circle (APC)** is a community of philanthropists who are collaborating to chart a better future for Asia. Our members, across 13 markets, give in financial and human capital, champion social innovation for public good, and pioneer collaborative approaches to address systemic challenges. We are a registered charity headquartered in Singapore.

Founded by Asian philanthropists, APC furthers the aspiration for collective impact through peer exchanges, collaborative projects and the development of initiatives and knowledge resources to build the regional social impact ecosystem.

APC is recruiting a Manager/Deputy Director to spearhead our research and ecosystem building efforts. This person will lead research toward insights and action, driving stand-alone knowledge projects as well as managing learnings and ecosystem building efforts across APC's various activities. The successful candidate will have the demonstrated ability to curate and develop knowledge as well as to translate theories and research into insightful thought pieces, engagement opportunities, and communications for key target audiences. Experience in philanthropy, management consulting and/or strategic communications is desirable.

We are looking for a Manager/Deputy Director who can:

### Lead Action-oriented Research & Insights

- **Scope, design and conduct research** on looming issues in philanthropy, impact and public policy in order to identify interventions to refine and elevate the concept and practice of Asian philanthropy. This could involve examining innovative approaches (e.g., blended finance, movement building), salient themes (e.g., education, healthcare, climate change) and/or developing insights on new markets and philanthropist segments.
- **Deliver recommendations.** Develop informed hypotheses, and using a mix of qualitative and quantitative methods, deliver clear, effective research-based recommendations for philanthropists and stakeholder action. The goal is to be able to cut through complexity to propose collaborations and/or solutions to help address social issues.
- **Manage stakeholders toward action.** Manage multi-stakeholder projects / teams toward common outcomes and deliverables. This may include building coalitions and partnerships to collectively navigate complex political landscapes and accelerate action.

### Drive Strategic Communications

- **Develop influence strategy.** Develop narratives, messaging and communications strategies for target audiences e.g. the public, public sector, philanthropists
- **Create content / thought pieces** for publication in-house or in industry publications, news media, social media etc.
- **Disseminate thought products.** Identify opportunities to engage key target audiences using APC's thought leadership (e.g. Future of Asian Philanthropy, A Philanthropist's Guide)
- **Lead content for ecosystem building events,** executing communications in close partnership with the APC Communications Manager

## Contribute to Membership and Stakeholder Engagement

- **Engage with APC members** to understand their interests, and based on insights from projects or member experiences, develop tools, resources and events for learning and action
- **Build strong relationships** with ecosystem stakeholders
- **Incorporate knowledge and practices throughout APC's activities** where appropriate to institutionalise knowledge management and learnings

## Contribute to Team Culture

- **Directs work.** Thoughtfully leads self, and where appropriate, provides direction, delegates responsibility and removes obstacles to get work done
- **Develops talent.** Proactively manage their own professional development together with the direct supervisor, and formally supervise and/or informally mentor others
- **Nurtures innovation.** Build a culture of openness to feedback, learning and innovation

This will be a full-time role and the candidate should preferably be currently based in Singapore. The successful candidate will report to the Chief Strategy Officer and, as an integral part of the team, be involved in multiple aspects of APC's work together with other team members. This is an opportunity to shape the growth of Asian philanthropy at multiple levels.

## Qualifications

- 3-7 years of relevant work experience in social impact, preferably in a strategic or project management role within a demanding analytical environment (e.g. management consulting, internal strategy department)
- Past experience overseeing and conducting research projects, including familiarity with a variety of research methodologies (quantitative and qualitative) and/or in communications and advocacy, preferably across Asia, with competencies in stakeholder engagement, advocacy strategy, public communications, media relations etc.
- Comfortable with adapting writing styles to frame ideas and concepts to target audiences
- Preference for candidates with demonstrated interest and/or experience in nonprofits, philanthropy, and/or public policy, ideally with grantmaking organisations

## About you

- Strategic thinker with a keen interest in philanthropy and who is able to identify meaningful tools and resources useful for philanthropists
- Strong interpersonal and verbal communication skills and confident in presenting to and communicating with very senior leaders
- Enjoys taking on leadership responsibilities, contributing to a team environment and working in teams to support various projects
- Thrives in a dynamic, fast-paced environment and enjoys learning and seeking new challenges
- Energetic, proactive, adaptable and collaborative
- Passionate about social impact, public policy and/or philanthropy

## Apply

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