



## **Job Description: Deputy Director of the Asia Philanthropy Circle (APC) Ltd**

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 are looking for a self-initiated and resourceful individual to join our senior team, who will help to engage and work with philanthropists across our 13 (and growing) markets in Asia. The candidate is someone who enjoys interacting with senior business, impact and government leaders, is able to connect the dots in making connections between members and organisations, and can respond and work quickly and decisively.

The Deputy Director will be building personal high-touch relationships with its members, offering them ongoing support and expertise in connecting to good organisations and practices in the field, and providing individual support in building their philanthropy expertise and capacity through customised advisory.

### **Responsibilities**

The Deputy Director reports to the Chief Operating Officer and is expected to become a critical member in a lean team that works across many functions with each other. The candidate must be able to multi-task on different work streams all at the same time, including organising events, conceptualising new projects, and writing thought pieces. There will be regional travel involved as the pandemic becomes endemic, averaging once every two months once the candidate settles into the role.

Their responsibilities include:

#### **Building a Community of Philanthropists & Changemakers**

- Establish and maintain a close and personal relationship with assigned members (across the Asia region)
- Connect members to other members around shared interests and causes (including building and proposing projects around the causes)
- Provide access to international and regional network of experts, practitioners and decision-makers
- Continue building a community among members, including conceiving, planning and implementing events, learning journeys
- Regularly communicate with and update members on APC services, activities and programmes
- Help in acquiring and on-boarding new members

- Provide the highest quality advisory on philanthropy needs and questions of members

#### Creating Thought Leadership & Advisory on Social Impact

- Package thoughts on key trends and leading-edge approaches and practices that can help influence the collective thinking of APC members
- Develop new offerings for members, including, but not limited, theme-based dialogues and member interest groups, country visits, workshops and expert/public sector dialogue series

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

- Offer new but relevant ideas for member projects based on member interest
- Develop these project proposals and garner member support around them
- Source for and identify best-in-class models in relevant sectors, reach out to these organisations and develop relationships with them
- Where required, manage the due diligence, monitoring and evaluation of the confirmed projects. Manage the funder reporting and relationships.

#### **Requirements are:**

- Exceptional candidates with high level of commitment, willingness and ability to proactively seek ways to help grow a lean organisation to increase our impact.
- Good written and oral communications skills, with experience and maturity to engage senior people.
- Natural ability to connect with senior people, with confidence to provide advisory to them.
- Constant desire to learn and improve across a wide sector of topics, and ability to pick up new topics and ideas at the get-go.
- Ability to multi-task and thrive in managing a variety of responsibilities across our programmes and services offerings. Critical to be flexible and adaptive in order to manage constantly evolving situations and multi-sectoral engagements.
- Candidate has to be able to respond effectively in fast-changing situations and to keep with the fast pace of a lean and efficient organisation.
- Proficient at connecting the dots, nurturing ideas to fruition amongst members.
- Ideally, a track record of a minimum of 5 years of professional experience in the senior advisory space, connected to social or environmental topics, as well as professional experience in engaging on philanthropy in general or a specific social cause.
- Strong networks in the impact space in order to easily connect with best-in-class leaders and rising innovators.
- High-level of personal integrity with track record as team player.
- Strong alignment with the mission and vision of APC.

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