Intern, Social Impact and Ecosystem Building

Reports to: Senior Director, Community and Engagement
Full-time role based in Singapore

About Asia Philanthropy Circle (APC)

Asia Philanthropy Circle (APC) is a community of philanthropists who believe Asia's toughest challenges are best solved together.

Founded in 2015 by philanthropists, for philanthropists, APC today brings together over 60 members across 13 markets who share a commitment to building a more just and sustainable Asia through collaborative philanthropy.

APC is a trusted peer space: a place to share openly, learn across contexts, and build joint initiatives that no single actor could achieve alone. Its diverse community spans generations, geographies, and interests—united by a belief in the power of collective action.

Members contribute across financial, knowledge, time, and human capital—supporting social innovation for the public good, strengthening Asia's philanthropy ecosystem, and championing collaborative responses to systemic challenges. APC is a registered charity headquartered in Singapore, with roots across Asia.

About the Role

You'll play a key role across **membership engagement, operations, events, and communications** — helping deliver high-quality programmes, strengthen APC's community of philanthropists, and support daily operations. **This is an ideal fit for someone who enjoys working behind the scenes in a fast-paced environment** and wants direct exposure to how collaborative philanthropy is shaped across Asia.

You will have the opportunity to:

- Support the coordination and execution of events, including APC's annual flagship (venn2026), and member engagements, from planning to on-site support.
- Assist with project ideation and implementation across thematic areas such as education, early childhood development, climate change, and underserved communities.
- Support APC's daily operations to ensure smooth workflows and communications across the organisation.
- Contribute to research and content that deepen understanding of philanthropy in Asia.

This is a rare chance to work alongside Asia's leading philanthropists and help turn ideas into collaborative projects. Candidates with strong organisational skills, a flair for communications and marketing, and a passion for social impact are encouraged to apply.

Key Responsibilities

1. Events Coordination & Support

- Provide end-to-end logistical support for APC events, workshops, and conferences (e.g., annual membership gathering, learning journeys, site visits, online and in-person roundtables and dialogues).
- Coordinate event timelines, prepare materials, research and coordinate catering and venues, and liaise with vendors and partners.
- Assist with participant communications (invites, RSVPs, reminders) and provide on-site and online event support.
- Contribute to post-event follow-ups, reporting, and member engagement activities.

2. Membership & Community Engagement

- Maintain accurate records of member engagement data, including event RSVP sheets, tracking members' interests, engagement, and event participation.
- Work with the internal team to keep member engagement data up to date for CRM management.
- Contribute ideas for new and creative ways to strengthen member communications and engagement.

3. Communications & Content

- Support research and drafting of communications content for member engagement, including event summaries, e-newsletters, PowerPoint decks, social media content, and briefing notes.
- Compile concise briefs on events and sessions including capturing notes on key themes, speaker profiles, and event summaries to inform event design as well as follow up communications, and engagement.

4. Research & Knowledge Support

- Conduct, compile and analyse desktop research on philanthropy trends, key players, and regional issues across APC's thematic pillars (e.g., mental health, impact investing, education) and key markets
- Conduct member research and compile profiles to support prospecting and member engagement

Who We're Looking For

1. Skills, Experience and Qualifications

- Excellent proficiency in English (written and spoken); proficiency in Mandarin Chinese, Cantonese, or Bahasa Indonesia is an advantage.
- Strong organisational skills, with a structured, detail-oriented approach to work.
- Ability to multi-task and manage competing priorities effectively.
- Solid research and writing skills; able to distil information quickly and clearly.
- Familiarity with Microsoft Office (Word, PowerPoint, Excel); comfort with online collaboration tools (Zoom, Google Workspace) and basic marketing/design platforms (e.g., Campaign Monitor, Canva) strongly preferred.

- Interest in social impact, philanthropy, and ecosystem building; prior experience in events coordination or stakeholder engagement is a bonus.
- Proactive, service-oriented mindset, with the ability to work both independently and as part of a team.

2. Commitment Period:

- The intern should be willing to commit a **minimum of six months from January to June 2027**, with a start date as soon as possible preferred.
- A monthly stipend of SGD 800-1000, commensurate with time commitment and relevant experience.

Why Work with Us?

What We Offer:

- **A front-row seat to Asia's philanthropy ecosystem**—the opportunity to work with leading philanthropists, family offices, and foundations across the region and globally
- A lean, collaborative team **where your work and voice have direct, visible, and meaningful impact**
- Opportunities to grow in a **high-trust environment**

Apply

- Interested candidates should write in with a brief cover letter stating your motivation and start date, together with your CV to hr@asiaphilanthropycircle.org.
- Due to current employment restrictions, we are only considering Singapore citizens, PRs, and those with valid visas for this position.