

ROLE PURPOSE

Role Title: Regional Philanthropy Manager, Vice-President

Division: Public Affairs

Location: Singapore

Date: Jan 2025

Employment type: Fixed-term contract with flexible work arrangement

Reports to: Chief Representative HK & ASEAN

Number of direct reports: N/A

Leadership Band: N/A

Purpose of the role:

Asia is an integral region for resource mobilization for The Fred Hollows Foundation. Singapore, as a center of wealth and an emerging regional leader in strategic philanthropy, is home to untapped sources of significant support for The Foundation's work.

The Foundation has a vision scaling up impact, that is in line with our mission and aspirations to make a truly catalytic change in the battle against avoidable blindness. A key tool in realizing this vision is the Global Comprehensive Campaign, a philanthropic program to unlock significant new resources to fund sight-saving work across the globe.

The Fred Hollows Foundation established a branch office in Singapore in Q4 2022 and is looking for a self-motivated and highly efficient relationship management professional to cultivate and steward relationships in Singapore and the region for the Global Comprehensive Campaign, as well as assist with the management of the Singapore office. Key responsibilities of the role include:

- Acquisition and stewardship of U/HNWI individuals and philanthropic organisations in Singapore and across the ASEAN region
- Networking and representing the Foundation in the market
- Development of marketing and POS materials
- Stewardship and leveraging of the expertise and networks of the SG Advisory Group
- Organization of Major Donor care and acquisition events
- Support of relationship management with key non-donor supporters including institutional stakeholders
- Coordination of and handling Singapore office management

Our Capabilities:

As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.



Essential Experience:

- Have strong business development experience and an outgoing, 'can-do' attitude – specifically feel comfortable and confident in the engagement and acquisition of new major donors as well as stewardship of existing donors.

Skills:

- Have a minimum of 7 years' experience in resource mobilization/major gifts /philanthropy
- Have a strong familiarity of the Singapore NFP space.
- Have strong customer service skills and stakeholder management experience including engagement with Boards.
- Be fluent in English (written English must be as strong as verbal skills)
- Possess access to an existing network that is new to The Foundation
- Can work autonomously, as well as be a strong team player.
- Be creative, and a measured risk-taker

Desirable Experience:

- Experience in international development
- Understanding of the social impact space
- Experience managing engagement with C-Suite and U/HNWIs including managing bespoke philanthropic programs
- Experience in capital campaigns in university or NFP sector
- Experience working with a U/HNW Giving Circle/Alliance
- Events management experience
- Administration and management of NFP experience
- Working knowledge of a second official language of Singapore – Mandarin Chinese or Malay

Qualifications:

University degree

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

Travel will be required primarily between HK and Singapore, and occasionally to accompany donors to field locations

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details