

# ROLE PURPOSE



**Role Title:** Head of Singapore and Director of Partnerships

**Division:** Public Affairs

**Location:** Singapore

**Date:** April 2026

**Employment type:** Full time, Permanent

**Reports to:** Director of Global Philanthropy

**Number of direct reports:** 1

**Leadership Band:** Leads Others

## Purpose of the role:

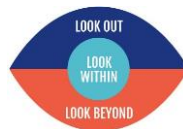
The Head of Singapore is responsible for scaling the Singapore market as a high-performing fundraising and engagement hub, working in close partnership with the Director of Global Philanthropy, Head of Hong Kong and Macau and global philanthropy teams.

This role will lead market development, transformational donor acquisition and stewardship, advisory engagement and institutional partnerships to contribute materially to the Foundation's future growth

- 1. Fundraising Strategy & Market Growth** - Develop and execute the Singapore market strategy to diversify and grow The Foundation's global fundraising revenue, with a focus on transformational giving across Singapore and ASEAN.
- 2. Major Donor Acquisition & Stewardship** - Identify, cultivate and steward relationships with philanthropic stakeholders, including UHNWIs, foundations, corporates, family offices, and government entities to strengthen The Foundation's regional funding base and secure multi-year commitments aligned to The Foundation's strategy.
- 3. Market Representation & Profile** - Represent The Foundation at local and international forums, building strong networks across Singapore's philanthropic, corporate communities to elevate brand presence and unlock opportunity.
- 4. Strategic Partnerships** - Establish and grow strategic relationships, potential coalitions, and multi-sector partnerships with other INGOs, non-profits, health institutions, educational institutions, and government agencies to strengthen The Foundation's regional position.
- 5. Advisory Leadership** - Lead and manage the Singapore Advisory Group, and lead reporting to FHF Global Board, leveraging members to expand networks, credibility and philanthropic reach.
- 6. Engagement & Materials**  
Oversee and collaborate with the Global Philanthropy Operations team to develop tailored proposals, marketing and transformational gift materials to support high-value donor engagement.
- 7. Regional Collaboration** - Collaborate with the Head of Hong Kong & Macau, contributing to a cohesive Southeast Asia hub.
- 8. Financial Management** - Lead financial planning and performance management for the Singapore market, overseeing annual budgets, multi-year forecasts, disciplined pipeline tracking and reporting to regional and global leadership
- 9. Pipeline Management** - Build and manage a robust, research-informed pipeline of high-capacity prospects across Singapore and ASEAN, ensuring strong qualification, CRM integrity and disciplined portfolio management to drive conversion and long-term donor value.
- 10. Team management** – provide leadership and support to Singapore based Foundation staff.
- 11. Other Duties** - Undertake additional responsibilities as required to support regional and global objectives.

## 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 the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Strong business development and market growth experience
- Ability to lead the development and execution of market strategy
- A proactive and can-do attitude
- Significant experience in major gifts fundraising
- Have a strong familiarity and network within the Singapore philanthropy space.

## Essential Skills:

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## Desirable Experience:

- 10+ years of experience in international development, non-profit or philanthropy sector
- Understanding of the impact investment space
- Experience managing bespoke fundraising programs
- Events management experience

## Qualifications:

Degree level or equivalent experience

## 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:**

Domestic and international, as required

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

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Meet work eligibility criteria in Singapore
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children