

ROLE PURPOSE

Role Title: Philanthropy & Partnerships Associate

Division: Public Affairs

Location: Singapore

Date: June 2026

Employment type: Full time, Permanent

Reports to: Head of Singapore & Director of Partnerships

Number of direct reports: N/A

Leadership Band: Leads Self

Purpose of the role:

Purpose of the role: The Philanthropy & Partnerships Associate supports the development and progression of philanthropy and partnership activity across trusts & foundations, corporate partners, and high-value philanthropic audiences in Singapore. The role is focused on coordination, preparation, prospects research, and pipeline support, enabling effective relationship management and timely progression of opportunities.

Key accountabilities:

1. Coordinate a targeted portfolio of trusts & foundations, corporate, and philanthropic prospects, assisting with qualification, cultivation, and stewardship activity.
2. Preparation of submissions to trusts & foundations, businesses and individuals, including coordinating inputs, drafting supporting materials, and managing timelines and follow-up.
3. Support donor and partner engagement through effective briefing, scheduling, meeting preparation, follow-up, and moves management.
4. Act as a coordination point between Singapore, Global Philanthropy, Programs, and Business Development teams to align inputs, streamline processes, and reduce bottlenecks.
5. Maintain accurate and up-to-date CRM and pipeline records, ensuring donor intelligence, engagement activity, and stage progression are consistently recorded.
6. Supporting prospect research and developing profiles when required.
7. Support reporting and insight generation, including pipeline tracking, income forecasting inputs, and progress summaries to inform prioritisation and decision-making.
8. Provide general administrative and coordination support across philanthropy and partnerships activities as required, including managing donor engagement events.

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:

- Experience supporting or coordinating fundraising, philanthropy, or relationship-based income generation within a charity or comparable environment.
- Strong organisational and planning skills, with the ability to manage multiple priorities and deadlines.
- Ability to analyse and interpret information and data to support decision-making and insight.
- Excellent written and verbal communication skills, with experience preparing professional-level briefs and materials.
- Strong collaborative skills and the ability to work effectively across teams and stakeholder groups.

Essential Skills:

- Pro-active self-starter with a focus on solutions and continuous improvement.
- Highly organized, reliable and able to manage competing priorities with efficiency.
- Collaborative and team-oriented, fostering positive relationships across all levels.
- Forward-thinking, adaptable, and resilient in a fast-paced environment.

Desirable Experience:

- Exposure to fundraising, particularly major gifts, trusts and foundations and or corporate partnerships.
- Understanding data protection regulations and their application in donor management.
- Experience supporting donor stewardship activities and relationship management processes.
- Familiarity with working in an international or not-for-profit environment.

Qualifications:

Bachelor's degree and 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:

Additional Responsibility:

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

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