



Abilities Beyond Limitations and Expectations

BASIC DETAILS

Job Title:	Community Partnerships & Communications Manager
Department:	Corporate Services
Work Location:	7A Lorong 8 Toa Payoh #02-09 Agape Village Singapore 319264
Reporting To:	Executive Director
Type of Employment:	Full Time

JOB DESCRIPTION

About the Role

In Singapore's Enabling Masterplan 2030, the national roadmaps for the whole of society to come together to support persons with disabilities, ABLE plays a critical and holistic role in helping the physically challenged to live with dignity and purposefully.

As such, we are looking for an energetic and passionate individual to lead and implement an integrated donor and community engagement strategy to achieve ABLE's goals through fundraising and donor engagement, collaboration with corporates on joint CSR initiatives, volunteer management, and strengthening ABLE's purpose and brand awareness.

This is a unique opportunity for an individual with a passion for social change to contribute to a meaningful cause and drive transformative initiatives.

You will be reporting directly to the Executive Director.

Key Responsibilities

1. Fundraising / Donor Engagement

- Partner with ABLE leadership, staff and Board members to develop and implement marketing, communications and fundraising efforts to achieve ABLE's priorities.
- Lead and develop a multi-disciplinary team to build decision-makers, donor, and community engagement to support ABLE's cause.
- Drive development of all communication and marketing plans from concept to execution.
- Prepare regular updates and reports to Executive Director and Board members.
- Prioritise limited resources for the greatest possible impact and return on investment.



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- Drive and cultivate new sources of donorship to expand donor pipelines and support the sustainability of ABLE.

2. Corporate CSR and Volunteer Management

- Explore synergies with key stakeholders and co-develop long-term giving strategies with corporations, partner institutions and foundations.
- Develop and manage key relationships with corporations, partner institutions and foundations.
- Work collaboratively to articulate customised pitches and proposal of programmes to target corporates, foundations and partners.
- Design and direct high-impact community and corporate engagement projects, coordinating the work of other professionals and ensuring programme accountability.
- Project manage partner engagement touchpoints and workplans.
- Lead the development and implementation of plans for acquiring and retaining new volunteers.

3. ABLE'S Awareness and Purpose

- Drive efforts to elevate ABLE's voice and messaging across multiple media platforms and priority audiences.
- Develop and manage budgets, evaluate results, and adapt strategies and tactics where necessary.
- Build a clear outcomes-based communications strategy to foster and maintain strong connections with external and internal stakeholders to ABLE's mission and purpose.
- Identify solutions to help ABLE respond to and/or pre-empt any reputational issues that may arise utilizing effective communications and marketing strategies.
- Identify opportunities for leveraging multipliers networks and resources for speaking opportunities and publicity.

Requirement

- Degree from an accredited tertiary institution, or comparable qualification.
- At least 8-12 years in a leadership role in sales & marketing, business development, front-facing client relations role.
- Results-driven team player, with experience working with a high degree of independence in time-sensitive environment.
- Superior interpersonal skills with the ability to work with diverse audiences, senior corporate leaders, grant makers and HNWI's.
- Familiarity with Corporate CSR/Philanthropic arm, foundations, social services, non-profit sector would be advantageous.



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- Experience managing a team, cultivating teamwork, providing opportunities for growth of team members, and fostering an environment where creativity and innovative thinking thrive.
- Experience developing innovative projects or programmes including financial responsibility and measuring results of strategic plans and programmes.
- Experience delivering results with limited resources.
- High level of emotional intelligence, executive presence and influencing skills.
- Excellent written and verbal communication skills.
- Strong sense of confidentiality; agile and flexible.
- Ability to analyse and synthesise information towards a longer-term objective.

