

BASIC DETAILS

Job Title:	Corporate Partnerships Senior Executive
Department:	Community Partnerships & Communications
Work Location:	7A Lorong 8 Toa Payoh #02-09 Agape Village Singapore 319264
Reporting To:	Community Partnerships & Communications Head
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 implement ABLE's corporate partnerships, focused on fundraising and volunteer management, collaboration with corporates on joint CSR initiatives, 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 innovative and transformative initiatives.

Key Responsibilities

1. Support and Execute Corporate Fundraising Partnerships

- Support the senior management to partner with ABLE leadership, colleagues, and Board members to develop and implement sustainable fundraising efforts targeting corporate partners and grant makers to achieve ABLE's priorities, including for capital projects.
- Develop and implement innovative fundraising campaigns to drive corporate (including family offices) donations across digital platforms (e.g. giving.sg)
- Explore various channels to expand ABLE's reach to corporate decision-makers and donors for both offline and online fundraising platforms to support ABLE's cause.
- Support the senior management to ensure end-to-end follow-up on strategic partnerships with grant makers and foundations such as NCSS, SG Enable and other social sector agencies, corporate and family foundations, Caritas. This includes grant writing supported by relevant research and insights.
- Develop and design compelling fundraising and strategic partnership materials such as proposals, brochures, reports.
- Prepare regular updates and reports to the CEO and Board members including analyses of donor portfolio and fundraising efficiency.
- Collaborate internally to prioritize limited resources for the greatest possible impact and return on investment, including leveraging technology and social media where appropriate.
- Support the senior management to cultivate new sources of funds from the corporate sector and grant makers to expand donor pipeline and support the sustainability of ABLE.

2. Support Corporate CSR and Inclusive Employer engagement

- Work with senior management to explore synergies with key stakeholders and co-develop long-term giving strategies with corporations, partner institutions and foundations.
- Work with ABLE colleagues to design and direct high-impact corporate engagement projects.

3. Volunteer Management

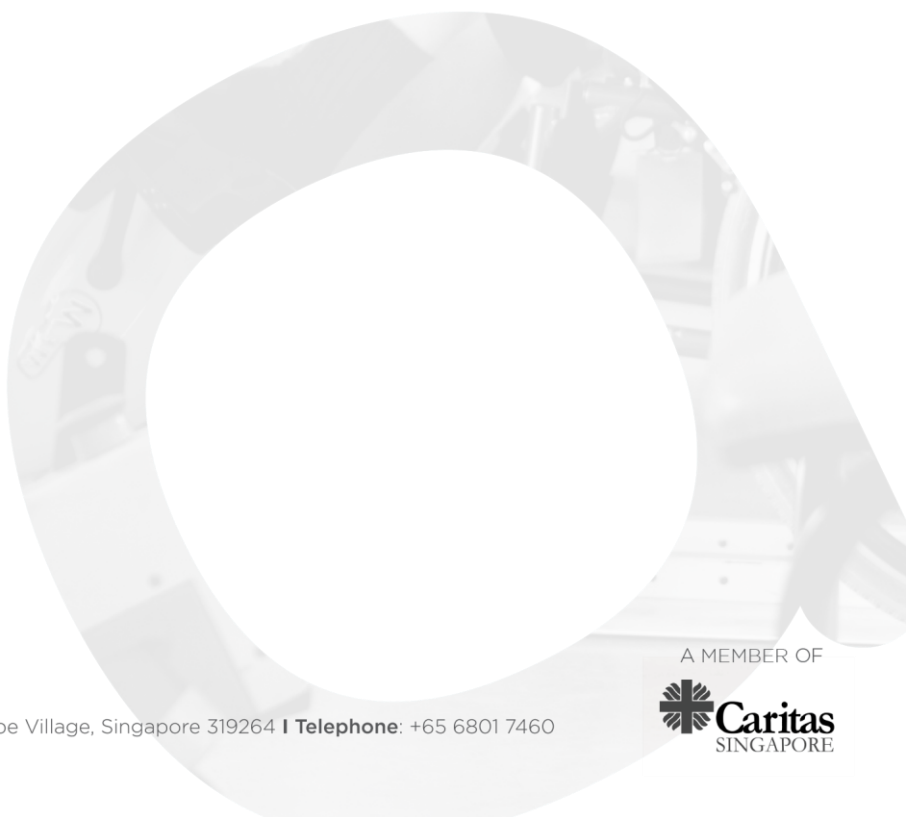
- Assist to develop a compelling suite of programmes for volunteers to contribute their skills and experiences to benefit ABLE's clients and their caregivers.
- Explore, plan and manage all publicity and outreach efforts for volunteer recruitment and engagement initiatives.
- Screen, plan and coordinate volunteer orientation, including aligning with ABLE's Integrated Services professionals on client care requirements.
- Organize volunteer appreciation and engagement programmes to foster and strengthen ABLE's pool of volunteers.
- Manage and ensure that the Volunteer Management System (VMS) is up-to-date.

Requirement

- Degree from an accredited tertiary institution, or comparable qualification.
- At least 4-5 years in a fundraising or similar capacity such as sales & marketing, business development, client-facing 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, corporate philanthropic leaders, grant makers and HNWI's.
- Familiarity with Corporate CSR/Philanthropic arm, foundations, social services, non-profit sector would be advantageous.
- Experience developing innovative fundraising projects or programmes targeting the corporate sector.
- Experience delivering results with limited resources.
- Ability to multi-task with strong organizational skills.
- High level of emotional intelligence and influencing skills.
- Energetic and outgoing personality, strong team player
- Creative and resourceful, with a positive attitude
- Excellent written and verbal communication skills.
- Experience with CRM software.
- Ability to analyze and synthesize data to enable decision making and continuous improvement.
- Experience in donor & volunteer management will be an advantage

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Abilities Beyond Limitations and Expectations



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