

## JOB DESCRIPTION

<b>Programme Name</b>	Corporate Services
<b>Section</b>	Corporate Support
<b>Reports to</b>	Assistant Director, Partnerships

<b>Job Title</b>	Executive, Partnerships
<b>Job Category</b>	Executive
<b>Function</b>	Others

### GENERAL SUMMARY

To build partnerships with external stakeholders who are keen to contribute to the mission of HCSA Community Services through philanthropic and volunteering means. This includes project management, campaign delivery, event management, stakeholder engagement and donors' stewardship to meet the needs of the organisation.

### DUTIES AND RESPONSIBILITIES

This role will work closely with the assistant director and assist the manager with daily operations and activities to meet set targets by the fundraising sub-committee via the following responsibilities:

#### 1. Donor and Volunteer Management

- Update and manage database of volunteers and donors, ensuring accurate and current records in the CRM
- Data mine and analyse donor and volunteer database for reporting statistics
- Support in engaging donors through a Donor Journey, thereby increasing their loyalty and support
- Assist in preparation of digital collaterals and creatives for donor engagement
- Assist in donor-related data leads generation to increase donorship

#### 2. Fundraising and Admin Support

- Support in the planning and execution of fundraising events and activities
- Prepare funding proposals, donation appeals and appreciation letters
- Assist in the coordination between beneficiary support programmes and Partnerships activities
- Perform the role of secretariat for meetings

## QUALIFICATIONS

- Diploma or Degree with at least 2 years working experience
- Some experience in fundraising, whether corporate, government-related or non-profit, would be an advantage
- Ability to deal with confidential information sensitively and appropriately
- Proficient in Microsoft Office Suite including OneDrive and SharePoint
- Meticulous, detail-oriented, analytical and creative with good problem-solving skills
- Effective oral, written communication and interpersonal skills
- Efficient and able to multi-task under pressure
- A good team player for collaboration across departments

## COMPETENCIES

### Technical Skills Competencies

	TSC Name	TSC Description	TSC Proficiency Description
1	<b>Collaborative Practices Across Disciplines and Sectors</b>	Organise and systematically analyse structured or unstructured data to create insights	<Level 3> Implement collaborative practices to provide integrated approaches in interventions to clients
2	<b>Diversity Awareness and Management</b>	Apply awareness and sensitivity in working professionally with diverse individuals, groups and communities	<Level 2> Comply with basic principles of diversity and inclusion set by organisation
3	<b>Ethics, Values and Legislation</b>	Apply conduct, ethics, values and relevant legislation to uphold the integrity and reputation of the organisation and the profession	<Level 2> Apply principles of ethical conduct, policies and procedures and inclusive work practices in professional activities
4	<b>Stakeholder Management</b>	Plan and implement strategies to build and manage constructive and positive relationships with stakeholders	< Level 2> Nurture positive internal and external relations with stakeholders  <Level 3> Administer communication plans to engage stakeholders to build and foster positive relationships
5	<b>Trends Evaluation and Application</b>	Keep abreast of current developments and trends, and apply domain knowledge to trends within	<Level 2> Interpret research findings and trends within the social sector

		the social sector	
6	<b>Sponsorship Management</b>	Identify sponsorship requirements and organise activities according to sponsorship agreements and financial parameters	<Level 3> Identify sponsorship requirements in consultation with colleagues, organise activities according to sponsorship agreements and distribute and present sponsorship materials according to agreed targets
7	<b>Fundraising and Sponsorships</b>	Secure financial means and strategic partnerships to support content production company's operations to the beneficiaries	<Level 6> Build strategic partnerships with potential sponsors to create avenues for financing production operations

	<b>CCS Name</b>	<b>CCS Description</b>	<b>CCS Proficiency Description</b>
	<b>Problem Solving</b>	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	<Basic> Identify problems and implement guidelines and procedures to solve problems and test solutions
	<b>Creative Thinking</b>	Adopt diverse perspectives in combining ideas or information and making connections between different fields to create different ideas, improvements and solutions	<Basic> Connect ideas or information to propose and test ideas, improvements and solutions which challenge current assumptions or ways of working
	<b>Customer Orientation</b>	Identify the needs of customers, both internal and external, to deliver an effective customer experience	<Basic> Demonstrate an understanding of customer needs or objectives to respond in a way which delivers an effective customer experience
	<b>Building Inclusivity</b>	Collaborate with stakeholders from different backgrounds or with different abilities, including diversity dimensions such as race, ethnicity, religion, gender orientation, age, physical and learning ability, education, socio-economic status and political belief, to understand the interests of diverse groups and build an inclusive work environment	<Basic> Demonstrate sensitivity to the differences in diversity dimensions and perspectives
5	<b>Collaboration</b>	Manage relationships and work collaboratively and effectively with others to achieve goals	<Basic> Contribute to a positive and cooperative working environment by fulfilling own responsibilities, managing interpersonal relationships

			and providing support to others to achieve goals
6	<b>Communication</b>	Convey and exchange thoughts, ideas and information effectively through various mediums and approaches	<Basic> Communicate with others to share information, respond to general inquiries and obtain specific information
7	<b>Adaptability</b>	Exercise flexibility in behaviours or approaches to respond to changes and evolving contexts	<Basic> Modify behaviours and approaches to respond to changes and evolving contexts
8	<b>Self-Management</b>	Take ownership of managing one's personal effectiveness, personal brand and holistic physical, mental, emotional and social well-being	<Basic> Exercise self-awareness by monitoring own behaviours and ways of working in personal and professional capacities, and implement techniques for improvement
9	<b>Digital Fluency</b>	Leverage digital technology tools, systems, and software across work processes and activities to solve problems, drive efficiency and facilitate information sharing	<Basic> Perform work processes and activities using identified digital technology tools, systems and software