HCSA
COMMUNITY SERVICES

JOB DESCRIPTION

Programme Name	Corporate Services
Section	Partnerships
Reports to	Director, Partnerships

Job Title	Executive / Senior Executive, Partnerships
Job Category	Executive
Function	Executive

GENERAL SUMMARY

The Executive/Senior Executive, Partnerships, reports to the Director, Partnerships. He/She is responsible for executing events and campaigns to ensure the financial sustainability of HCSA's 4 signature programmes, ensuring a cohesive and effective working relationship with HCSA's Programme representatives, and working with volunteers to achieve overall fundraising and volunteerism targets.

This role is expected to work within the partnerships team or across teams to manage and coordinate various fund-raising, volunteerism (corporate and individuals), and other types of events and campaigns that would lead to donations/funding/grants, increased volunteerism, increased profile and mindshare of HCSA and its signature programmes.

The Executive/Senior Executive, Partnerships is required to work closely with HCSA's programme representatives to ensure close alignment and collaboration between Partnerships and Programmes.

The Executive/Senior Executive, Partnerships must have an enterprising spirit, be able to communicate excellently to represent HCSA's needs and to foster a positive relationship with all stakeholders, and possess excellent organisational and planning abilities.

DUTIES AND RESPONSIBILITIES

1. Event and Campaign Management

   - Plan and execute relevant events and campaigns as assigned in order to achieve fundraising target and ensure a memorable and impactful experience for all participants. Where relevant, pitch event/campaign concepts and plans to obtain approval.

   - Where relevant, lead a taskforce or team of colleagues in achieving the goals and objectives set for assigned events and campaigns.

   - Work closely with the Director of Partnerships to manage and execute, including resources (manpower, budget, vendors etc), timelines, milestones and attendant deliverables, and

targets and monitor progress against the plan. To provide regular updates and risk mitigation where necessary.

- Ensure clear and timely communication with all stakeholders, internal and external, for alignment, engagement and buy-in, smooth execution of the event/campaign. This includes

  i. Collaborating with beneficiary programmes where necessary,

  ii. Marketing of the event according to branding guidelines and in collaboration with Strategic Communications colleagues,

  iii. Engaging stakeholders such as board or committee members to support the event,

  iv. Providing relevant and timely updates to Management or other relevant stakeholders.

- Source for and negotiate quotations, ensure compliance to HCSA's financial policies and processes, monitor budgets and submit final reports of events/campaigns, financial and otherwise.

- Coordinate all operations including set-up and tear-down, logistics, vendor management, manpower, actual-day incidents.

- Perform all related administrative tasks such as preparing administrative briefs, registration, obtaining the necessary permits, submissions and applications, final evaluations and reports.

2. Event and Campaign Support

- Support team members in events and campaign management; work together as a team to achieve fundraising target.

3. Coordination and liaising with Programmes

- Have a deep understanding of HCSA's programme(s) and the social issues that you are assigned to liaise with

- Communicate frequently to maintain relationships between Partnerships and Programmes and to ensure alignment

- Collaboratively resolve any issues, challenges or conflict that may arise

- Actively seek input from Programmes where necessary

4. Managing Volunteers

- Organise, curate and coordinate volunteer opportunities especially corporate volunteerism with the long-term objective of raising funds

- Maintain and enhance relationships with volunteers through regular engagements and connectivity for retention

5. Administrative

- Ensure timely and up-to-date records of volunteerism are maintained on CRM system

- Support the Director of Partnerships in preparing regular reports for internal or external reporting

6. Others
   - Perform additional duties as required by the nature of the position or as assigned by the Director
   - Alignment with organisation-wide goals, objectives and strategies including overall financial, service and environmental sustainability.

QUALIFICATIONS

Education And Experience

- Requires Marketing or Business or relevant degree
- 3-5 years proven experience and track record
- Experience in sales, fundraising and marketing an advantage
- Ability to source for new donors to build customer base an advantage
- Knowledge of customer acquisition frameworks and strategies
- Able to establish, map and executive fundraising action plans, in line with fundraising targets and objectives
- Able to define target markets and the market profiles
- Past working experience in the social sector an advantage

Other Requirements (if any)

- Possess excellent oral, written communication and interpersonal skills
- Able to juggle multiple projects and work under pressure to meet deadlines and targets
- Independent, organised, meticulous, analytical and creative with good problem-solving skills
- Leadership skills, committed and can-do attitude, people-oriented and a team player
- Aware of evolving technologies and willingness to use these platforms

COMPETENCIES

Technical Skills Competencies

	TSC Name	TSC Description	TSC Proficiency Description
1	**Collaborative Practices Across Disciplines and Sectors**	Organise and systematically analyse structured or unstructured data to create insights	\<Level 4\> Implement collaborative practices to provide integrated approaches in interventions to clients
2	**Diversity Awareness and Management**	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	**Ethics, Values and Legislation**	Apply conduct, ethics, values and relevant legislation to uphold the integrity and reputation of the organisation and the profession	<Level 3> Apply principles of ethical conduct, policies and procedures and inclusive work practices in professional activities
4	**Social Sector Policy Influence**	Understand policies applicable in the social sector as well as the process of policy development and implementation	<Level 3> Identify the impact of social sector policies on client groups and service delivery
5	**Stakeholder Management**	Plan and implement strategies to build and manage constructive and positive relationships with stakeholders	<Level 3> Administer communication plans to engage stakeholders to build and foster positive relationships
6	**Trends Evaluation and Application**	Keep abreast of current developments and trends, and apply domain knowledge to trends within the social sector	<Level 3> Interpret research findings and trends within the social sector
7	**Sponsorship Management**	Identify sponsorship requirements and organise activities according to sponsorship agreements and financial parameters	<Level 4> Identify sponsorship requirements in consultation with colleagues, organise activities according to sponsorship agreements and distribute and present sponsorship materials according to agreed targets
8	**Fundraising and Sponsorships**	Secure financial means and strategic partnerships to support content production company's operations to the beneficiaries	<Level 4> Build strategic partnerships with potential sponsors to create avenues for financing production operations

Critical Core Skills

	CCS Name	**CCS Description**	**CCS Proficiency Description**
1	**Problem Solving**	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	<Intermediate> Identify problems and implement guidelines and procedures to solve problems and test solutions
2	**Creative Thinking**	Adopt diverse perspectives in combining ideas or information and making connections between different fields to create different ideas, improvements and solutions	<Intermediate> Connect ideas or information to propose and test ideas, improvements and solutions which challenge current assumptions or

			ways of working
3	**Customer Orientation**	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
4	**Decision Making**	Choose a course of action from several alternatives developed through a structured process in order to achieve intended goals	<Basic> Follow processes to make decisions which achieve intended goals using given information and guidelines
5	**Building Inclusivity**	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 lwork environment	<Intermediate> Demonstrate sensitivity to the differences in diversity dimensions and perspectives
6	**Collaboration**	Manage relationships and work collaboratively and effectively with others to achieve goals	<Intermediate> Contribute to a positive and cooperative working environment by fulfilling own responsibilities, managing interpersonal relationships and providing support to others to achieve goals
7	**Communication**	Convey and exchange thoughts, ideas and information effectively through various mediums and approaches	<Intermediate> Tailor communicate approaches to audience needs and determine suitable methods to convey and exchange information
7	**Adaptability**	Exercise flexibility in behaviours or approaches to respond to changes and evolving contexts	<Intermediate> Manage change in evolving contexts
8	**Digital Fluency**	Leverage digital technology tools, systems, and software across work processes and activities to solve problems, drive efficiency and facilitate information sharing	<Intermediate> Perform work processes and activities using identified digital technology tools, systems and software