

JOB DESCRIPTION

Programme Name	Corporate Services
Section	Corporate Support
Reports to	Director, Partnerships & Strategic Communications

Job Title	Partnerships Senior/Manager
Job Category	Manager/Supervisor
Function	General Management

GENERAL SUMMARY

Reports to the Partnerships Director, and is responsible for securing new funding/ donations to ensure HCSA programmes' sustainability through corporate sponsorships for our signature fundraising campaigns and initiatives. The purpose of this role is fundraising through donor acquisition and retention.

DUTIES AND RESPONSIBILITIES

Fundraising

- Be responsible for significant personal target as part of overall team fundraising target
- Work with the Director to develop strategies to identify and source suitable partners, develop inspirational pitches that attract sponsorship and collaboration with the goal to convert leads into long-term sustainable partnerships
- Shape convincing narratives together with Director to prepare compelling proposals and appeals for donors for HCSA's signature fundraising campaigns and initiatives
- Prepare and deliver pitches and proposals for donors' sponsorship and collaboration
- Provide timely support to the Partnerships team in all fundraising initiatives and events

New Donors Engagement

- Develop corporate donors recruitment and retention strategy
- Maintain and enhance relationships with them through regular engagements and connectivity for retention
- Working with the team to evaluate, enhance and implement donor management policies and processes (e.g. onboarding, development, recognition, engagement)

Others

- Source, develop and sustain collaborations with other community stakeholders, corporate partners and government agencies
- Identify emerging approaches in donor management and evaluate, giving trends and impact which will value add to the donors, engagement strategies and approaches
- Administrative duties that comes with the role (for example, but not limited to: conducting post-event feedback, preparation of reports for internal and external reporting, updating, tracking and evaluation of donors and their data etc)
- Perform additional duties as required by the nature of the position or as assigned by the Director

QUALIFICATIONS

Education & Experience

- Diploma/ Degree with minimum 5 years of experience in fundraising, sales or business development
- A self-starter who can work independently while also being an effective team player.
- Good collaborative and stakeholder management skills to work across disciplines and sectors (i.e. SSAs, community stakeholders, corporate partners, government agencies)
- Stakeholder management, strategic work, resource management and/or project management

Other Requirements

- Strong leadership, analytical, problem solving and planning skills
- Presentation and negotiation skills which includes proficiency in powerpoint
- Strong written, verbal communication and interpersonal skills
- Individuals looking for a career switch are encouraged
- Knowledge and understanding of the social sector would be an advantage

COMPETENCIES

Technical Skills Competencies

	TSC Title	TSC Description	TSC Proficiency Description
1	Collaborative Practices Across Disciplines and Sectors	Organise and systematically analyse structured or unstructured data to create insights	<p><Level 3></p> <p>Implement collaborative practices to provide integrated approaches in interventions to clients.</p> <p><Level 4></p> <p>Supervise collaborative practices for the</p>

			team 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	<p><Level 3></p> <p>Apply principles of diversity and inclusion in professional practice.</p> <p><Level 4></p> <p>Promote diversity and inclusion in order to achieve the best possible outcomes</p>
3	Ethics, Values and Legislation	Apply conduct, ethics, values and relevant legislation to uphold the integrity and reputation of the organisation and the profession	<p><Level 4></p> <p>Monitor organisation operations to safeguard rights and interests of clients, caregivers and social service sector professionals, and ensure compliance to ethical and legal requirements. Apply ethical decision-making models and strategies to address ethical dilemmas and issues.</p> <p><Level 5></p> <p>Implement processes to monitor and ensure organisational activities are in compliance to legal and ethical requirements and are conducted in the best interests of the clients, caregivers and the social service organisation and professionals. Advise on ethical dilemmas and issues and guide resolution<Level 3></p> <p>Apply principles of diversity and inclusion in professional practice</p>
4	Social Sector Policy Influence	Understand policies applicable in the social sector as well as the process of policy development and influence their development and implementation	<p><Level 3></p> <p>Identify the impact of social sector policies on client groups and service delivery.</p> <p><Level 4></p> <p>Examine trends in social sector policies and pursue advocacy opportunities</p>
5	Stakeholder Management	Plan and implement strategies to build and manage constructive and positive relationships with stakeholders	<p><Level 4></p> <p>Direct market research and analytics activities and processes to optimise the quantity and quality of responses and business insights</p>

6	Trends Evaluation and Application	Keep abreast of current developments and trends, and apply domain knowledge to trends within the social sector	<p><Level 3></p> <p>Administer communication plans to engage stakeholders to build and foster positive relationships.</p> <p><Level 4></p> <p>Develop plans to build positive and trustworthy relationships with stakeholders to attain joint objectives</p>
7	Volunteer Programme Evaluation	Evaluate the effectiveness of volunteer programmes in meeting its stated objectives	<p><Level 3></p> <p>Evaluate the effectiveness of volunteer programmes to determine if they meet their stated objectives.</p> <p><Level 4></p> <p>Develop mechanisms to evaluate the effectiveness of volunteer programmes</p>
8	Volunteer Programme Management	Manage volunteer programmes, operations and logistics and develop volunteer programmes for the organisation	<p><Level 3></p> <p>Implement volunteer programmes for the organisation.</p> <p><Level 4></p> <p>Develop volunteer programmes for the organisation</p>
9	Volunteer Recruitment	Evaluate the effectiveness of volunteer programmes in meeting its stated objectives	<p><Level 3></p> <p>Implement volunteer programmes for the organisation.</p> <p><Level 4></p> <p>Develop volunteer programmes for the organisation</p>
10	Volunteer Retention and Engagement	Conduct volunteer engagement and develop strategies to engage and retain volunteers	<p><Level 3></p> <p>Implement strategies to engage and retain volunteers.</p> <p><Level 4></p> <p>Develop strategies to engage and retain volunteers</p>
11	Advocacy and Representation	Advance the interests of the marginalised and/or vulnerable within the community regardless of mode of delivery	<p><Level 4></p> <p>Advance the interests of vulnerable groups within the community, through a range of activities.</p> <p><Level 5></p> <p>Facilitate the maintenance of rights and needs of clients within the broader rights</p>

			and needs of the general community
12	Change Management	Initiate and facilitate organisational changes and business transformation initiatives	<p><Level 3></p> <p>Administer change management programmes by ensuring team members have the proper support and resources to adapt to organisational changes.</p> <p><Level 4></p> <p>Develop overall change management strategies and programmes by analysing risks, anticipating barriers and developing contingency plans</p>
13	Strategic Planning	Analyse and interpret the environment and develop department and organisation strategies and policies, in consultation with relevant stakeholders	<p><Level 3></p> <p>Identify gaps in practice, service and processes to support strategy planning</p>
14	Strategic Implementation	Develop implementation plans to achieve organisation and department strategies and goals	<p><Level 4></p> <p>Evaluate the strategy for departments ensuring that the plans are realistic</p>
15	Risk Management	Oversee compliance to policies, frameworks and procedures in the department to ensure the integrity of operations and manage risks	<p><Level 4></p> <p>Review and analyse internal and external influencing factors that may impact organisational risk statements and provide recommendations and possible solutions to mitigate such risks with relevant stakeholders</p>
16	Department Performance Management	Develop, implement and review department performance systems to meet strategic plans and objectives by establishing Key Performance Indicators (KPIs), tracking progress and addressing gaps	<p><Level 4></p> <p>Implement and monitor strategies for department performance management and review outcomes for gap analysis</p>
17	Manpower Planning	Plan and manage short and long-term manpower resources to ensure optimisation of resources and sustainability of business operations.	<p><Level 4></p> <p>Analyse workload levels to determine implications on manpower resourcing</p>

Critical Core Skills

	CCS Name	CCS Description	CCS Proficiency Description
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1	Problem Solving	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	<Advanced> Anticipate potential problems to drive a culture of continuous improvement which seeks to turn problems into opportunities across the organisation
2	Sense Making	Leverage sources of qualitative and quantitative information and data to recognise patterns, spot opportunities, infer insights and inform decisions	<Intermediate> Analyse information and data and uncover patterns, opportunities and impacts
3	Decision Making	Choose a course of action from several alternatives developed through a structured process in order to achieve intended goals	<Intermediate> Implement structured decision making processes and analyse multiple sources of information to propose solutions
4	Customer Orientation	Identify the needs of customers, both internal and external, to deliver an effective customer experience	<Advanced> Foster the creation of an effective customer experience
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 work environment	<Advanced> Oversee the develop and implement processes and practices which build an inclusive work environment and enable diverse groups to work effectively together
6	Collaboration	Manage relationships and work collaboratively and effectively with others to achieve goals	<Advanced> create a cooperative working environment which enables the achievement of goals
7	Influence	Influence behaviours, beliefs or attitudes in order to achieve desired outcomes and solutions	<Intermediate> Develop relationships with stakeholders to build confidence, alignment and communicate desired purpose, goals or objectives
8	Communication	Convey and exchange thoughts, ideas and information effectively through various mediums and approaches	<Advanced> Synthesise information and inputs to communicate an overarching storyline to multiple stakeholders
9	Developing	Empower others to learn and develop their capabilities to	<Intermediate>

	people	enhance their performance and achieve personal or professional goals	Develop relationships with stakeholders to build confidence, alignment and communicate desired purpose, goals or objectives
10	Digital Fluency	Leverage digital technology tools, systems, and software across work processes and activities to solve problems, drive efficiency and facilitate information sharing	<Intermediate> Identify opportunities and evaluate risks of integrating digital technology tools, systems and software across work processes and activities