

RSVP JOB DESCRIPTION – PARTNERSHIPS AND FUND DEVELOPMENT

Job Title	Partnerships and Fund Development (Senior Associate/Assistant Manager)
Job Purpose	RSVP Singapore is looking for an experienced and enthusiastic individual who will be focusing on managing both internal and external stakeholders and pro-actively seek out fundraising avenues and partnerships for long term financial sustainability of the organisation.
Key Responsibilities	<p>You will:</p> <ul style="list-style-type: none"> • Support the Manager, Partnerships, Fund Development in identifying donor resources, raise funds and writing proposals for long-term organisational sustainability. • Compile and maintain a database of individual donors, corporates, and funding organisations (foundations, bilateral and multilateral agencies, government agencies) • Assist in developing business plans, customised proposals, and presentations to generate fund raising opportunities. • Assist in identifying potential individual and corporate donors to raise funds for the activities of the organisation. • Schedule regular engagement with potential and existing donors/sponsors to build pipeline to achieve fundraising targets. • Organise and manage fundraising and partner events for the organisation.
Requirements	<p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills with the ability to engage and influence internal and external stakeholders. • Proactive and a team player. • Possess strong planning, organisational and analytical skills. • Adaptable, detail oriented, organised, and able to work independently in meeting tight datelines. • Effectively bilingual will be an advantage. • Experience in fund raising and event management, preferably in a social service sector will be an advantage. • Sales background an advantage. <p>Qualifications:</p> <ul style="list-style-type: none"> • Possess fundraising, marketing, volunteering related experience in any sector