



halogen  
foundation

building young leaders  
and entrepreneurs

## Job Opening: Fundraising Manager

Are you looking for a fulfilling job that provides opportunities for you to make a real difference to the community and youth through meaningful work? Are you looking for a place of work that promotes a culture of growth and development, while having fun? **We are looking for Fundraising Manager** to join our growing full-time team.

Halogen Foundation aims to inspire and influence a generation of young people to lead themselves and others well, and we take that mission seriously with our staff as well. Being a youth development organisation, we work with the youthful vibrancy of our stakeholders and students, ensuring that while we do the social good of building young leaders and entrepreneurs, we also do the personal good of building a staff team that is enabled to do their best work.

As a Fundraising Manager, you will be responsible for our efforts in fundraising and donation events, playing an integral role in ensuring that we have the financial capacity to deliver transformative programmes to our youths and youth influencers. You will be in charge of building an outreach strategy and processes for donations and gifts, handling the full spectrum of our qualification, cultivation, outreach, and stewardship of contributions and their respective contributors. You will report directly to the Chief Executive Officer.

### **Responsibilities**

- Develop and iterate a research and outreach strategy to increase our brand and cause awareness to potential donors
- Cultivate and manage the portfolio of donors we have through consistent and value-added engagement, executing a strategy for subsequent, repeated, and/or recurrent donations
- Work with partners to receive corporate volunteering hours, CSR grants, and other forms of corporate giving
- Oversee the operations of fundraising events and managing the stakeholders involved in each event
- Engage in community building to increase public awareness and interaction with the organisation

## **A typical week at work involves**

- Researching and outreaching prospective donors and supporters who are interested in contributing to the cause of youth development
- Actively engaging our current portfolio of donors and supporters, working closely with the CEO and the Board of Directors
- Seeking innovative ways of corporate giving and stewarding these gifts to benefit the youths we work with
- Presenting the cause of Halogen Foundation to prospective donors and supporters at pitch events, networking sessions, and informal meetings
- Managing the project timelines and execution of fundraising events such as our Charity Gala Dinner
- Engage in community building to increase public awareness and interaction with the organisation
- Participating in cross-department meetings and management meetings to contribute your perspective and fundraising expertise

## **What You'll Achieve**

By the end of your first month,

- You would have a good understanding of the ins-and-outs of the charity organisation, social service sector, and the organisation's approach to fundraising and needs
- You would have a fundamental and workable understanding of compliance, legal, and financial policies regarding donations
- You would have co-developed a baseline strategy for outreach, engagement, and cultivation of portfolio with the CEO

By the end of your sixth month,

- You would be the first port-of-call for all things related to fundraising or donor portfolio, and display a marked expertise in managing different stakeholders with finesse
- You would have fine-tuned the fundraising strategy into a winning formula unique to Halogen Foundation, with a clear USP and right-to-win positioning
- You would have developed insights into our donor profiles and utilised data to help you make the right calls to build a tailored and strong relationship with our supporters

By the end of your first year,

- You would be the expert in fundraising matters and taken full ownership of researching, outreaching, and cultivating your own portfolio of proven and/or innovative fundraising initiatives
- You would have developed a long-term game plan for fundraising and sustainable giving, ensuring a healthy future pathway for financial sustenance
- You would be an effective catalyst for new partnerships and a strong advocate for existing partnerships, developing more systemic fundraising initiatives with donors, supporters, and partners that can create more avenues of impact for youth

## **What You'll Get**

- A competitive package that includes healthcare, welfare, insurance, and travel allowances
- Annual leave of 14 days, and utility of flexi-work and telecommuting schemes
- You will have the opportunity to make a substantial impact on the youth development scene in the region
- You will have a direct influence and ownership on a key income pillar of the organisation
- You will be interacting with senior leaders in multiple fields, across the public, private, and nonprofit sectors, to build your network
- You will interface regularly with the C-suite and other managers as you work with each department on their day-to-day
- There will be regular 1:1 sessions that explore your work, discuss your future options, and open up new opportunities for your career and development
- You will have a chance to explore other competencies such as training & development, event management, and impact measurement

## **Requirements**

- At least 3-5 years of experience in a business development role , fundraising function, or other relevant fields
- Highly personable and relational, with an acute ability to sense nuances and signals in social situations
- Experience in managing or coaching teams is a plus
- Objective-driven and highly self-motivated to achieve targets for a good cause
- Enjoy a fast-paced working and learning environment
- Meticulous and detail-oriented in work
- Calm and stable personality, able to handle stressful situations
- Strong interpersonal skills and communication skills across various levels of stakeholders

## **How To Apply**

- Send your cover letter and resume to [recruit@halogen.sg](mailto:recruit@halogen.sg) with the subject title: "Job Application – Fundraising Manager"
- Your cover letter should include the following:
  1. Why you are interested in working at Halogen Foundation
  2. Why you are a good fit for this role
  3. What excites you about youth development
  4. The answer to this question: "What are the 3 biggest threats that charities face when fundraising in today's climate, and how can they overcome these challenges?"

## **About Halogen Foundation**

Founded in 2003, Halogen Foundation Singapore is an Institution of a Public Character (IPC) charity focusing on building young leaders and entrepreneurs. Defining leadership and entrepreneurship as influence, Halogen Foundation believes that every young person has innate potential to influence and lead, becoming positive change-agents. By developing an entrepreneurial mindset, youths can be further equipped to contribute positively to society.

Halogen Foundation aims to make quality character education available and accessible to all youth, regardless of background, race, income, or religion - with particular focus those who are disadvantaged, come from challenging family backgrounds, and/or are in need of financial assistance.