



## JOB DESCRIPTION

**Position title:** Fundraising and Communications Manager/Senior Manager  
**Reports to:** Development & Communications Director  
**Location:** Singapore  
**Date:** December 2023

- I. Mission of Hagar Singapore:** We are a registered charity in Singapore and part of a Christian international organisation in 13 countries that is committed to the recovery and economic empowerment of women and children who have survived human trafficking, slavery and abuse. The Hagar Singapore office has a two-fold mission – (1) Raising sustainable funding for recovery programmes that benefit survivors in Cambodia, Vietnam, Afghanistan, Myanmar, Thailand and Singapore; and (2) Delivering direct services to women migrant workers in Singapore who have experienced trafficking and abuse, enabling them to heal from trauma and start a new life with improved literacy and skills.
- II. Major Functions:** As a key contributor to the organisation's fundraising and social impact goals, the Manager is responsible for the development and implementation of fundraising and community engagement strategies to educate and inspire local communities to take action through financial giving, volunteerism and community fundraising. The Manager/Senior Manager shall do this by developing effective fundraising initiatives, communication campaigns, and establishing multi-sectoral partnerships with the aims of facilitating systemic change to end human trafficking, slavery and abuse.
- III. About the Candidate:** You are an experienced fundraiser with an entrepreneurial spirit and a strong passion for fundraising to deliver high impact outcomes. You are a creative communicator and have a natural ability to build strong, trusting relationships with people at all levels. You are excited about impacting lives and see this job opportunity as a way to make a difference!

### IV. Major Duties and Responsibilities

#### Fundraising and Community Engagement

- Develop and implement individual and corporate fundraising initiatives, campaigns and events to build a sustainable funding base for the organisation
- Identify innovative fundraising channels and tactics for donor acquisition, and develop strategies to access new funds
- Research fundraising opportunities and draft grant applications to charitable foundations/trusts

- Manage regular programme tracking and reporting to donors and supporters
- Organise outreach events to foster community involvement and support

#### Digital Communications and Media

- Increase HAGAR's brand awareness across target segments through effective communications via mass media, digital and social media channels
- Chart the strategic growth of target audiences through social media and other digital channels
- Research, edit, write and develop high-impact content including copy, graphics, videos and other multimedia formats that effectively engages external audiences across different demographics and media channels
- Develop, implement and evaluate social media plans for major communication projects and campaigns
- Identify and work with influencers for strategic promotion of HAGAR's work locally and globally

Other than the above, the candidate shall assist the wider team where necessary and perform all other duties as required.

#### **V. Required Competencies and Attributes**

- Degree in Mass Communications, Journalism, Marketing, Business Administration or related discipline
- At least 5 years of working experience in a similar capacity, with strong project management and writing skills
- Excellent interpersonal skills with the ability to connect with different stakeholders and people from diverse backgrounds
- Ability to work under pressure and multi-task in a resource-limited environment
- Resourceful, collaborative, with a positive can-do attitude
- Passionate about empowering marginalised communities and helping them to maximise their God-given potential
- Relevant working experience in the international non-profit space is advantageous