

Fundraiser Senior Executive (\$3,500-\$4,300)

Reports to: Group Head, Strategic Partnerships

Work Arrangement: Hybrid | Family-centric work environment

About Centre for Fathering (CFF)

Centre for Fathering (CFF) is a non-profit organization founded in 2000 to promote active and involved fathering and address issues caused by fatherlessness in Singapore. Our mission is to turn the hearts of fathers and children towards each other by inspiring fathers to be better role models and strengthen families. We equip men to be the fathers their children need.

CFF runs the Dads for Life and Mums for Life movements, and leads national initiatives such as Back to School With Dad, Celebrating Fathers, Eat with Your Family Day, Great Companies for Dads Awards, and Mum's Day Out.

Learn more about our mission: <https://fathers.com.sg/visionmission/>

What We Offer

- Opportunity to work in a family-centric, mission-driven environment
- Hybrid work model arrangement

Key Responsibilities

1. Fronting and pitching with Head of department to potential parties or/and existing partners
2. Savviness in management of accounts
3. Source for leads and provide close follow up with partners
4. Work with engagement team to craft proposals
5. Manage applications pertaining to grant or/and matching funds
6. Handle administrative matters when/where needed
7. Management of Donor Management System

Qualifications & Experience

- Minimum 2 years of experience in the same field.
- Strong administrative and organizational skills with high attention to detail.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Teams).
- Social media savvy and open to learning new tools and systems.
- Team player with a positive attitude and ability to work in a family-centric environment.