

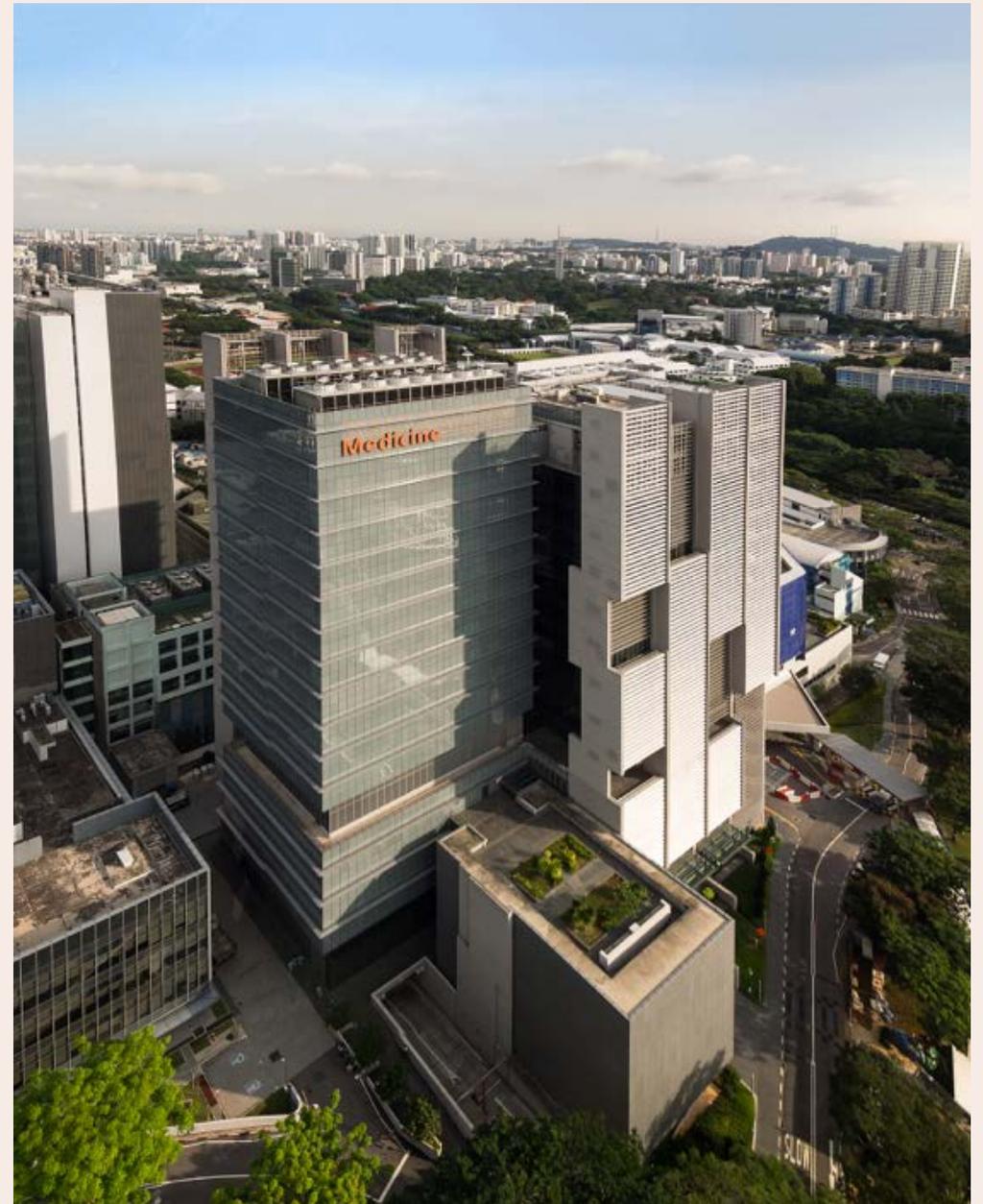
**National University of Singapore
Yong Loo Lin School of Medicine (NUS Medicine)**

Assistant Director,
Fundraising and
Development



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Welcome from Dean

Welcome to NUS Medicine!
As Singapore's first medical school established in 1905, our enduring mission is to ensure the health and well-being of Singaporeans, and to continuously improve the understanding and practice of medicine for all.

Our vision is to "inspire health for all". As one of Asia's leading medical schools, anchored within a top university in Asia, as well as within the National University Health System (NUHS), we seek to provide important leadership both in Singapore and globally. We are committed to training exceptional doctors and nurses and scientists for Singapore and Asia. These are men and women you can entrust your loved ones to. They would have undergone a rigorous curriculum designed to graduate healthcare professionals who are future-ready, clinically adept and ethically grounded.

We also actively nurture a vibrant ecosystem for medical discoveries and nurture researchers and innovators who transform the understanding of medicine and medical sciences, always with the outcome of better health for all.

Our development team plays an integral part in developing the strong and enduring relationships with all our stakeholders; both internal as well as external – donors, parents, alumni, corporates and foundations – to enable us to deliver our mission and realise our ambitions. Our journey to transform healthcare for the future is empowered by philanthropic funding for student aid, research and professorships.

We look forward to receiving your application to join us to be a partner of the dynamic team that drives the aspirations of NUS Medicine as we "inspire health for all".

Professor Chong Yap Seng
Lien Ying Chow Professor in Medicine
*Dean NUS Yong Loo Lin School
of Medicine*



Background Information

Welcome to Asia's Leading Medical School

Established in 1905 to educate and train medical professionals for Singapore, the Yong Loo Lin School of Medicine is a leading medical educational and research institution in Asia.

Vision

Inspiring Health for All

Mission

We nurture the doctors and nurses you would choose to care for your loved ones.

We develop researchers, seek new knowledge and deliver solutions for better health.

We serve with humility, compassion, integrity and respect to improve life for all.

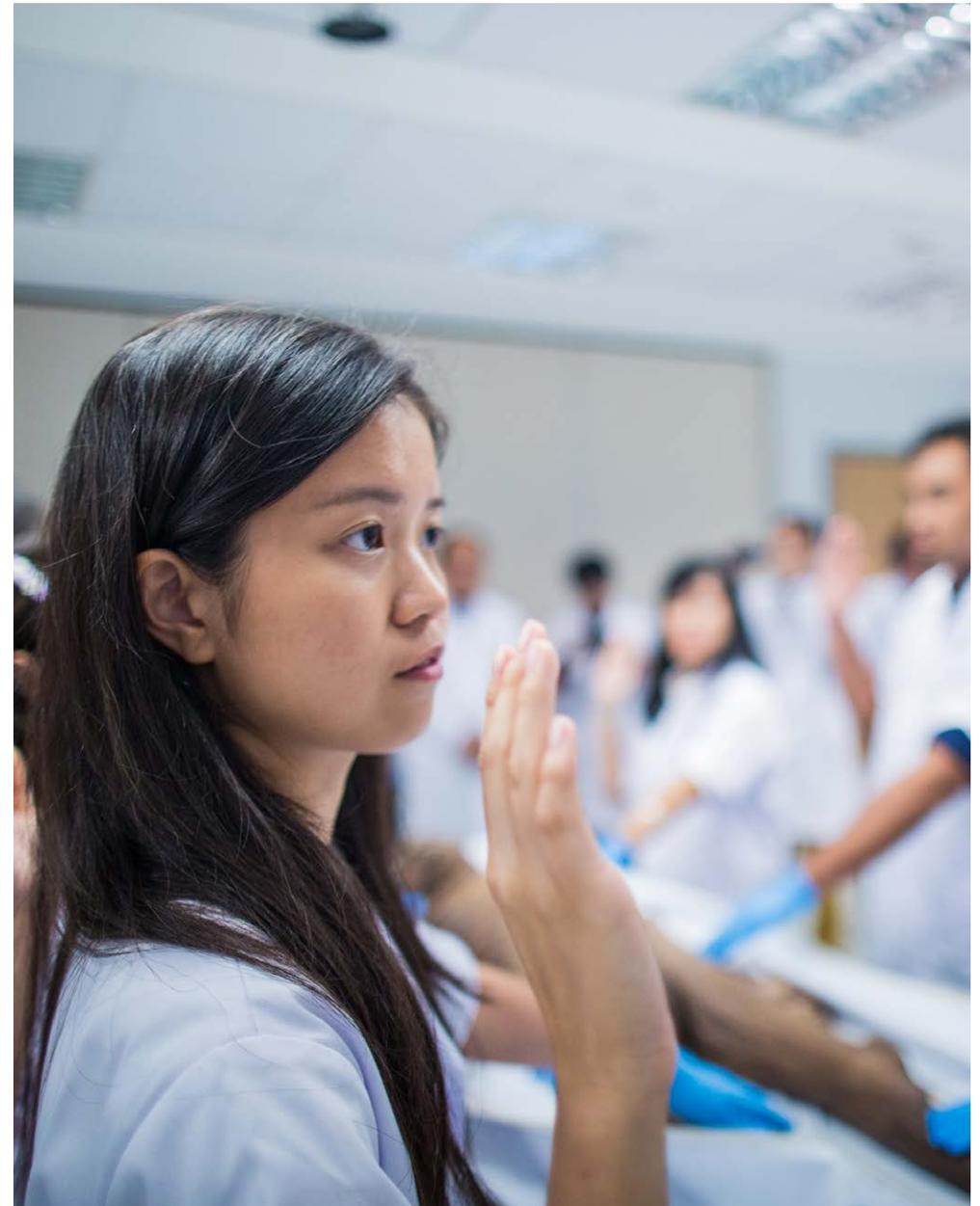
Values

Humility, Compassion, Integrity, Respect

About the NUS Yong Loo Lin School of Medicine (NUS Medicine)

The NUS Yong Loo Lin School of Medicine is Singapore's first and largest medical school. Our enduring mission centres on nurturing highly competent, values-driven and inspired healthcare professionals to transform the practice of medicine and improve health around the world.

Through a dynamic and future-oriented curriculum that is inter-disciplinary and inter-professional in nature, our students undergo a holistic learning experience that exposes them to multiple facets of healthcare and prepares them to become visionary leaders and compassionate doctors and nurses of tomorrow. Since the School's founding, more than 12,000 graduates have passed through our doors.



In our pursuit of health for all, our strategic research programmes focus on innovative, cutting-edge biomedical research with collaborators around the world to deliver high impact solutions to benefit human lives.

NUS Medicine is the oldest institution of higher learning in NUS and a founding institutional member of the NUHS. It is Asia's leading medical school and ranks among the best in the world (Times Higher Education World University Rankings 2022 by subject and the Quacquarelli Symonds (QS) World University Rankings by Subject 2021).

For more information about NUS Medicine, please visit <https://medicine.nus.edu.sg/>

Advancement at NUS Medicine

The advancement team is divided into the stewardship and frontline teams who are responsible for driving the fundraising for NUS Medicine. We also handle the bulk of the gift processing and all the administrative processes related to fundraising for the Dean's Office and the 17 departments and the centres within NUS Medicine.

The team works collaboratively with the NUS Central Development Office (DVO) in fundraising, working with prospect managers to cultivate and approach donors, organising joint stewardship events and managing its donor data and database, among others.

At NUS Medicine, the team works closely with all the 17 departments and centres, and Principal Investigators (PIs) in philanthropic fundraising, identifying and cultivating donors, drafting sometimes complex gift proposal as well as handling donor research.

As one of three academic medical institutions in the NUHS group, we also work with NUHS development in the solicitation and cultivation of donors.

We play a key role in directing, overseeing and refining all aspects of fundraising communications for NUS Medicine - from web presence to external and internal relations. Communications includes the production and creation of copy for communications vehicles such as annual reports, giving materials, appeal letters, donation materials, scripts, acknowledgement letters and other promotional materials;

Supporting NUS Medicine through Philanthropy

NUS Medicine is at the heart of medicine in Singapore.

Outstanding Singaporeans such as former President of Singapore Benjamin H. Sheares, "father of paediatrics" Wong Hock Boon and former Speaker of Parliament Yeoh Ghim Seng were trained and graduated from our School.

We remain committed to our mission to train and produce the hardworking and compassionate doctors and nurses who make up the core of our country's medical professionals. Within the walls of NUS Medicine are also many exceptionally talented and committed researchers, driven by their passion for discovery and innovation, whose work will eventually translate into healthier lives for all Singaporeans.

It is thanks to our donors and supporters that we are ranked as Asia's top medical school and thanks to the resources provided by their generosity that we continue to strive on with our teaching, research and service to Singapore and beyond. We look forward to continued support, whether it be in education, research, student initiatives, or academic advancement to spur us on.



The Role

Job Title:

Assistant Director, Fundraising and Development

Location:

Singapore

Reports to:

Head & Deputy Director of Development

Key Relationships:

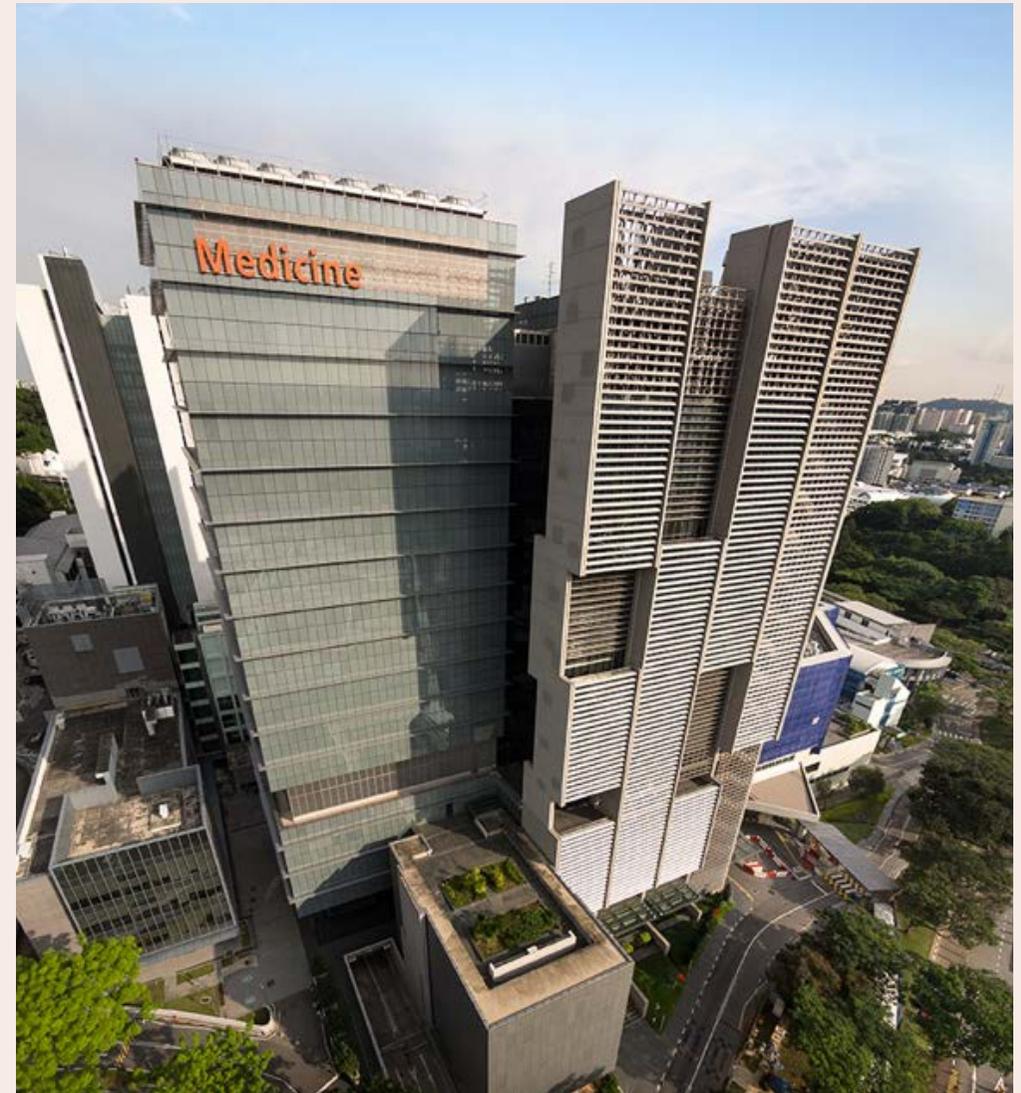
- Dean, Head of Departments and Colleagues in NUS Medicine, Senior management and Colleagues at National University of Singapore (NUS) and National University Health Systems (NUHS)
- Colleagues in the Central Development Office
- Colleagues across the wider institution, Alumni, Donors and Key Volunteers.

Purpose:

As a key member of the NUS Medicine Development team, the Assistant Director, Fundraising and Development works collaboratively with the Head & Deputy Director of Development to deliver philanthropic support at the principal and major gift levels. The position will also oversee the broad spectrum of fundraising initiatives including leadership gifts, annual and regular giving programmes and a web-based donation strategy.

The Assistant Director, Fundraising and Development will work with multiple stakeholders to develop and drive the strategy for fundraising and donor engagement in the School, targeting individuals, corporations, foundations, alumni and students.

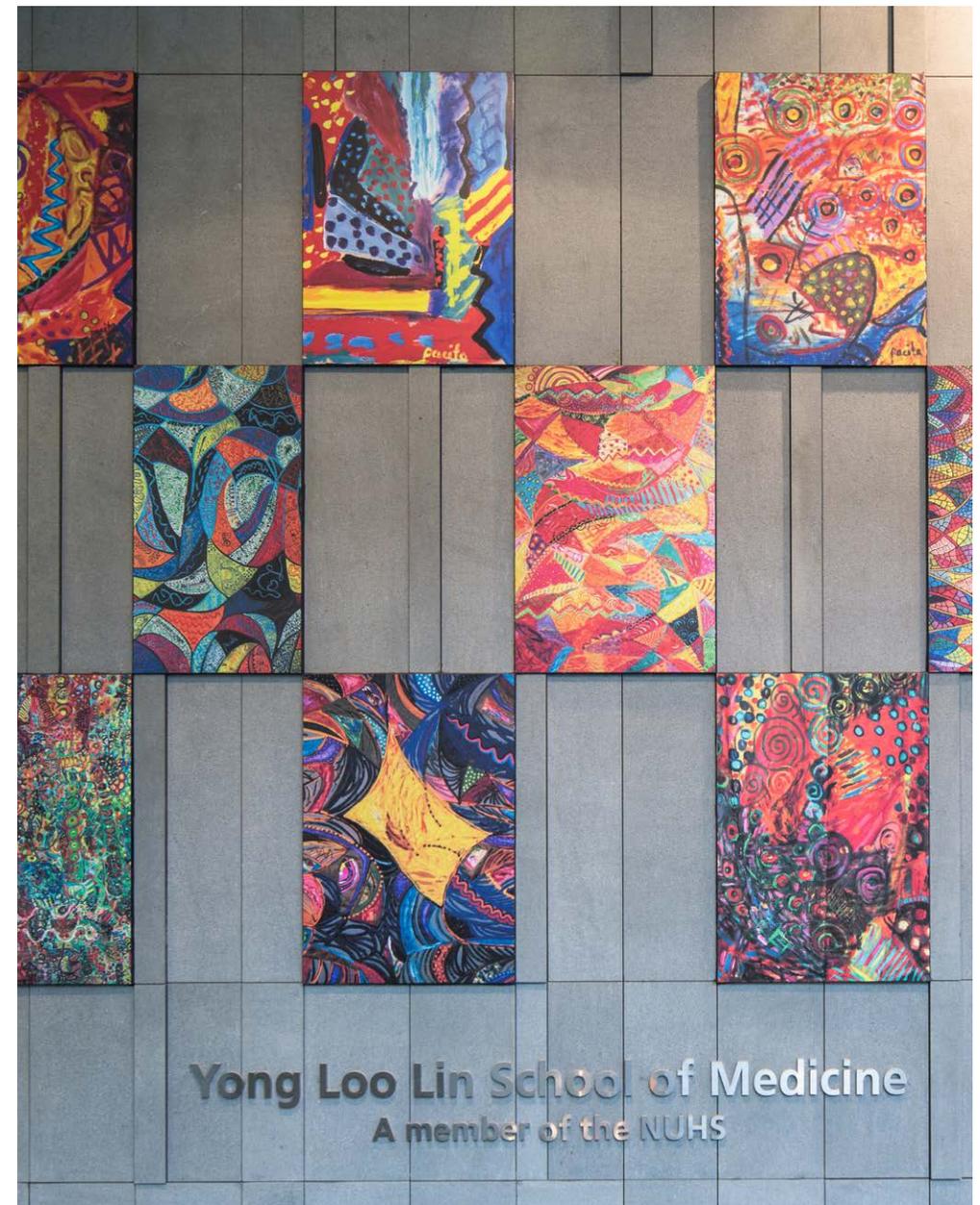
The position will also work in partnership with the Central Development Office to increase philanthropic support as part of the University-wide fundraising campaign.



Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Demonstrated an in-depth understanding of NUS Medicine and the domain knowledge of its fundraising priorities and projects.
- Worked with the Head & Deputy Director of Development to draw up a strategy to achieve its annual fundraising target, including putting in place a moves management strategy for its donor pipeline.
- Begun to build significant relationships with existing portfolio of donors and key internal stakeholders across NUS Medicine and University.
- Delivered against agreed fundraising targets.
- Established credibility with key members of staff in NUS Medicine and be a trusted member of the team.



Key Responsibilities

Fundraising and Strategy

- Work closely with the Head & Deputy Director to deliver a strategic development plan that aligns with the overall mission of NUS Medicine and increases philanthropic income.
- Accountable for a personal portfolio of donors to contribute to a major portion of the annual fundraising target, contributing towards a team target. It will come with a significant income generation target.
- Contribute to the development and management of a pipeline of donor prospects in accordance with engagement plans and other evaluation metrics.
- Develop a robust and attractive case for support; writing proposals and conducting donor research.
- Develop and implement a spectrum of fundraising initiatives; identify and cultivate relationships with current and prospective major gift donors; and growing small donors as well as securing in-kind donations.
- Participate in regular portfolio reviews and maintain a high-level of contact with prospects and donors through calls, emails, events, and donor visits.

- Prepare written materials for Dean, senior management of NUS Medicine and, on occasion, NUS senior management, in advance of meetings with individual donors and prospects. This includes the drafting of tailored, strategic communications to prospective donors with specific programmatic interests including gift proposals.

Relationship Management

- Work collaboratively with the Head & Deputy Director of Development and senior leadership of NUS Medicine and wider University colleagues to develop and communicate a high value philanthropic proposition, and ensure alignment to the mission and the goals of NUS Medicine and University.
- Maintain and enhance the reputation of NUS Medicine as a strategic partner to the Departments, Centres and Central Development Office in relation to donor engagement and the solicitation of philanthropic funds to the University.
- Build and strengthen relationships with donors through strategic and thoughtful ongoing communications.



Person Specification

Experience and Knowledge

- Educated to undergraduate degree level.
- Experience in Higher Education/Not for Profit fundraising with an ability to achieve monthly activity targets as a key metric of performance. Candidates with appropriate business development/consultative sales experience may also be considered.
- A successful track record in cultivating and soliciting major gifts including demonstrated success in identifying and growing a network of donors.
- Experience representing institutions/organisations at all levels - with high-net-worth individuals, foundations, corporate institutions.
- Proven experience influencing senior stakeholders.

Desirable

- Experience working with a CRM database.
- Knowledge of best practices in advancement and fundraising.
- Demonstrated leadership in leading and building a small team.

Skills and Abilities

- Exceptional written communication skills with extensive experience in developing business cases, proposals and presentations.
- Excellent interpersonal skills with proven ability to liaise, consult and negotiate confidently and professionally with donors, staff and other stakeholders at all levels.
- Well-developed planning and organisational skills with the ability to prioritise workload, meet deadlines and work under pressure in a fast-moving team environment.
- A collegial work style that promotes teamwork, creativity and open communication.
- Awareness of and sensitivity to a diverse range of stakeholders.

Attributes

- Strong identification with NUS Medicine, its values, initiatives and policies.
- Sound business acumen and a strong professional presence.
- A flexible, positive and collaborative approach.
- Ability to operate independently whilst contributing to team goals and initiatives.
- Poised, resilient and possesses gravitas.
- Strong sense of curiosity and a desire to learn new things.
- Ambitious and driven, thrives on success.



Next steps

Terms

Successful candidates will be offered an initial contract of up to 2 years with paid annual leave of 21 days.

To discuss salary parameters, please contact **Ms Chua Beng Hwee**, Director, Richmond Associates, Asia Office on info@richmond-associates.com.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Richmond Associates.

Interviews with the University will take place from **end February 2022**.

Closing date for applications is 9am Tuesday,
15 February 2022 (SGT)

Please send your application to Ms Susan Seah, Business Support Administrator:

✉ info@richmond-associates.com
☎ +65 9684 7487 (Asia Office)

About Richmond Associates

Richmond Associates was established in 1999, in the UK, by our Founder, Moyra Doyle. Her vision was to provide a professional and robust recruitment process to help organisations address their growing need for expertise in fundraising and ultimately, find exceptional talent.

Building on Richmond Associates' strong foundation in the UK, the Australia office was then opened in 2011, followed by Singapore in 2019.

For almost a quarter of a century we have worked in partnership with the world's leading education, arts and cultural, health, and charitable organisations to find experienced and emerging fundraising and advancement professionals. As a result of this focus, we have gained a reputation as a trusted intermediary between our clients and candidates. We also have an enviable insight into the profession, which enables us to advise on career development and talent management strategies.