



Job Description – Program Manager

About Octava Foundation

Octava Foundation is a Singapore-based private grantmaker with the mission to enable equitable education and skills development.

We do so by deploying a venture philanthropy approach in supporting social innovators, entrepreneurs, and not-for-profit organizations to develop solutions, strengthen their proposition and measurement, to ultimately further their scale.

Vacancy: Manager – Programs and Partnerships

Location: Singapore

Time requirement & remuneration: Full-time role with a competitive salary

Key Job Responsibilities of Program Manager:

- Perform grant management and partnership development activities:
 - Identify relevant projects that meet the Foundation’s mission and perform on the ground due diligence and fact-finding.
 - Produce due diligence materials for proposal review.
 - Liaise, monitor, and report on ongoing projects or potential initiatives and manage partnerships.
 - Follow and provide updates on issue/domain-relevant changes, trends, and developments.
- Stewarding alumni engagement and developing personal development opportunities for Youth in Octava Foundation’s Study Award recipients.
- Building partnerships across civil society, and public and private sector organizations to enable organizational objectives.
- Support general management functions including financial, administrative, and supporting the Board.
- Support research, analysis, and insight development on social issues and areas of disadvantage relevant to the Foundation’s work.
- Support liaison and stewardship of multi-stakeholder partnerships initiated to further the Foundation’s impact objectives.



Key relationships within the organization:

This role will report to the CEO of Octava Foundation; other key relations within the organization will be

- The Octava Foundation Team
- The Octava Foundation Chairman and the Board members and advisors

Expected skills and values for the role:

We are seeking a personable individual who demonstrates integrity and alignment with the Octava Foundation's values and mission, and possesses the following skill sets:

- Ability to assess micro and macro trends and issues related to equity education, children, and youth.
- Demonstrates creative problem-solving.
- Ability to build strong relationships with all stakeholders.
- Ability to assess financial and business information.
- Ability to analyse and summarise findings in written reports.
- Knowledge of impact measurement tools and concepts.
- Proactive, energetic, and constructive work attitude.
- Strong oral and written communication skills.
- Experience in event management and event facilitation.
- Experience in managing the work of consultants and contractors.
- A team player with the ability to operate collectively to further organizational objectives.
- An independent thinker, self-motivated individual, comfortable in working with minimal supervision.
- Openness to change, and ability to manage complexities and multicultural working environment.

Expected Qualifications:

- University degree – preferably in Education, Business, Economics or Social Sciences
- Minimum 4-5 years of relevant work experience where the applicant has demonstrated strong analytical and organizational skills
- Demonstrated ability to develop partnerships
- Prior experience of working in education and or social sector would be an advantage.
- Fluency/proficiency in spoken and written English

Please send your CV along with covering note detailing your motivations to apply for this role to recruitment@octava.sg by 25th Oct 2023.