



Associate Director, Southeast Asia

March 2024

About Forum for the Future

Forum for the Future is a leading international sustainability non-profit motivated by a belief that a better future for people and planet is not only possible, but within our grasp. As our environmental, social and economic crises intensify, we act on the need to enable deep and urgent transformation in critical systems - energy, food and the purpose of business in society - so as to bring about a just and regenerative future in which no one is left behind.

We know that achieving change requires working with ambitious and diverse change-makers from business, governments and civil society, to shift how they feel, think, act and collaborate to drive systemic change. That's why, for more than 27 years, we've used our systems- and futures-thinking expertise to inspire and equip people and organisations to step up their ambition, stretch their vision and create change.

Our programmes and partnerships are delivered in the UK, US, Europe, India and SE Asia.

Our work environment:

We believe in being courageous, adaptive, inquisitive, respectful, empathetic and playful. You can read more about our organisational values [here](#). These values help build our common culture, shape our shared purpose and guide us in all actions and decisions. We are inspired by the world in which we live and those with whom we share it and seek to act justly in all we do.

We enjoy working in teams, collaborating, and learning from each other. We are a dynamic, flexible and supportive team of people who care about each other's wellbeing and the world around us.

At Forum, we aspire to foster positive team spirit and to provide the best possible working environment for all our staff; one that is based on the highest standards of ethics, honesty, integrity, openness and transparency. We work as a close knit, dynamic, and supportive team. We offer various opportunities for flexible working to help you manage your work life balance.



The Role

Role: Associate Director, Southeast Asia

Location: Singapore - hybrid working from our Singapore office. Candidates must have the right to work in Singapore.

Please note that the office location is not accessible for those requiring mobility support (wheelchair access). Forum is committed to make reasonable adjustments to support anyone wishing to apply with requiring wheelchair access, such as flexible work arrangements and relocating meeting venues. We welcome a discussion with any enquiring applicants about reasonable adjustments.

Salary: SGD \$127,000 - \$135,000 per annum pro rata

Benefits: Various opportunities for flexible working, generous time off policies, and other sector-competitive benefits.

Contract: Permanent

Job Summary

The Associate Director, SE Asia role, based at our Singapore office, is responsible for contributing to the development and effective management of the SE Asia P&L, providing financial oversight, operational management, and leadership within the SE Asia team. Given that a significant proportion of our programmatic funding is from institutional and philanthropic donors, responsibilities will include overseeing grant management and reporting, managing funder relationships on behalf of the SE Asia team, and income generation.

Responsibilities

Reporting directly to the Managing Director for SE Asia, the role entails effective budget planning, management and reporting, tracking team income targets, overseeing the implementation of Forum's internal systems and key local processes for the smooth functioning of the office, ensuring legal and operational compliance with governance obligations, leading on office planning and addressing people matters. The role extends to line management functions and paying attention to the overall well-being and professional development of team members.



As a leadership position – with a deputising function – the role will collaborate closely with the Managing Director to set the overall team plan and programme strategy for creating impact in SE Asia and to enable the team to deliver on the organisation’s objectives in the region. As a senior representative of the organisation in the region, the role will require effective communication to convey Forum’s vision, goals and initiatives both internally and externally.

Candidate profile

Qualifications:

- A first degree is required.

Experience:

- A minimum of 10 – 12 years of relevant experience is preferred.
- Experience in sustainability, business, or related fields is beneficial but not essential, though we will be seeking someone who has a clear commitment to Forum’s mission to achieve a just and regenerative future.
- Experience in NGOs or civil society organizations is not mandatory but can be valuable.

We recognise and value the range of diverse experiences that people can bring to a role. If you do not meet all the requirements outlined in the job description but still believe you have the right mix of skills and experience to thrive in this role and further Forum’s ambitious goals for change, we encourage you to apply.

Skills:

- Ability to effectively manage operational aspects and provide empathetic leadership in a small team environment.
- Capacity to handle diverse responsibilities, including budget planning and management, compliance, line-management, grant management and funder relationships.
- A strategic, forward-thinking planner with demonstrated adaptability and problem-solving skills, with a proactive approach to challenges and finding creative solutions.
- Excellent interpersonal skills and the ability to collaborate across organisational teams internationally in a productive manner.
- Ability to contribute towards supporting an effective matrix structure and ways of working across the organisation that enables good working relationships between the SE Asia team and the international Resources team (Enable) and international Development team.



- Excellent time management, multi-tasking and project management skills.
- Strong communicator and writer.

Overall, the ideal candidate should possess a combination of relevant experience, a proactive attitude towards leadership and operational management, a collaborative working style, be self-motivated, self-sufficient and highly reliable, with a clear commitment to Forum's mission.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-032024-FFTF or Pat-Jones-CoverLetter-032024-FFTF.

Timeline

Closing Date: 02 May 2024 (Applications will be reviewed on an on-going basis)

First stage interviews: TBC

Final interviews: TBC

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Forum for the Future's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.



Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at forum-for-the-future@oxfordhr.com in the first instance.

About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.