

Deputy Director / Assistant Director, Advancement Office  
(Fundraising)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=243757>

Downloaded On: Apr. 2, 2025 12:48am

Posted Aug. 28, 2024, set to expire Jul. 5, 2025

**Job Title** Deputy Director / Assistant Director, Advancement Office  
(Fundraising)

**Department** Advancement and Alumni

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Aug. 28, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Development/Institutional Advancement

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498757/deputy-director-assistant-director-advancement-office-fundraising>

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**Job Description**

## Deputy Director / Assistant Director, Advancement Office (Fundraising)

**Job no:** 498757

**Department:** Advancement and Alumni

**Contract type:** Permanent

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Reporting to Director, Advancement Office, this position will be responsible for creating and driving effective fundraising strategies, developing gift opportunities, managing a portfolio of prospective and existing donors, and building strong philanthropic relationships for SIT. The candidate should have good interpersonal skills to foster and build good relationships between the Institute and Donor. The candidate must be a Team player who is highly motivated and initiated to drive goals to fruition.

### Key Responsibilities

- Develop and implement effective fundraising strategies to match SIT's mission and fundraising expectations.
- Develop gift opportunities and create proposals that match the interest of possible donors (Businesses, Individuals and Community Leaders) with the needs of SIT.
- Steward, maintain and strengthen SIT's relationships with prospective and existing donors through active participation in:
- Support the Division's gift solicitation pipeline and follow-up on the closing of gift/s by assisting in the drafting of Gift Proposal/s and Gift Agreements.

### Job Requirements

1. Degree with 10 years of relevant working experience in higher education and fund raising or similar.
2. A self-starter who can operate with a high degree of independence
3. An excellent track record in fundraising, preferably in university advancement, and good networking with industries or a good track record of leading fundraising campaigns and initiatives.
4. Requires strong analytical, communication and presentation skills
5. A team player with good engagement skills, including listening, negotiating and presenting.

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**Advertised:** 28 Aug 2024 Singapore Standard Time

**Applications close:** 30 Sep 2024 Singapore Standard Time

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Singapore