

### **JOB DESCRIPTION: CONSULTING MANAGER, JUST CAUSE**

Location: Singapore (or could be based elsewhere in Southeast Asia for the right candidate)

Timeline: Immediate vacancy

#### **ABOUT JUST CAUSE**

Just Cause ([www.justcauseasia.org](http://www.justcauseasia.org)) is a non-profit consultancy based in Singapore providing research and consulting for charities and funders.

We provide four main services:

1. **Sector level “giving guides”** (mapping out trends, issues and opportunities for donors in a given sector, e.g. arts in Singapore)
2. **NPO “health checks”** (fairly detailed review of an NPO’s overall performance, based on our Excellence Framework)
3. **Programme evaluation** (a third party review of the process and impact of an NPO programme)
4. **Impact management consulting and training** (supporting NPOs and donors to strengthen their approach to impact measurement and continuous learning)

Since launching at the start of 2015, we have supported multiple private donors, government agencies and non-profit organisations in Singapore and Southeast Asia. Our rapidly growing client-base include a wide range of NPOs as well as private philanthropic foundations, government ministries and major global corporations.

We are a not-for-profit social enterprise, meaning that all our work is primarily guided by our mission to help NPOs further increase their impact.

#### **THE ROLE**

We are looking to hire a **Consulting Manager** to lead a range of exciting consulting projects and drive the development of our NPO and donor advisory services as we grow to the next level.

#### **RESPONSIBILITIES**

- **Lead complex consulting engagements.** Example projects include:
  - Develop an impact measurement toolkit for a network of NPOs in a specific sub-sector;
  - Conduct a “health check review” of an NPO, providing recommendations for concrete steps that they can take to further improve;
  - Support a major corporate donor to update its approach to impact measurement (portfolio level), whilst providing tailored support to its grantees;
- **Manage** advisors, associate consultants, interns and volunteers as required for each project
- **Serve as part of our leadership team**, playing an active role in developing our strategy and services as we grow to the next level
- **Support the wider Just Cause** team by providing support and advice on other projects (e.g. our advocacy work; programme evaluation), as well as working with the rest of the team to help establish and grow our corporate structures and processes as we scale up

**MUST-HAVES**

- At least ten years of relevant professional experience, for example in strategy consulting; market research; programme evaluation or social research.
- Significant experience of working or volunteering in the non-profit sector
- Shares Just Cause's passion for the non-profit sector and our values around honesty, integrity and excellence
- Outstanding ability to break down and tackle complex problems in a structured way
- Excellent analytical, writing and presentation skills (proficient in Excel and PowerPoint)
- Comfortable working in a start-up environment
- Strong ability to understand and communicate with people from diverse backgrounds
- Proven ability to build and maintain relationships with senior leaders within client organisations

**DESIRABLE**

- In-depth experience with social sector issues in Southeast Asia / Asia Pacific
- Strong networks with major corporations, foundations, multi-lateral funders, and non-profits in this region
- Fluency in Mandarin or another regional language
- Experience of working within a start-up / social enterprise

**TO APPLY**

Please send a cover letter, resume and writing sample to Emily Perkin ([emily@justcauseasia.org](mailto:emily@justcauseasia.org))