



TANGLIN TRUST
SCHOOL
EST. 1925



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Philanthropy Manager

Tanglin Trust School

Tanglin Trust School is an international school in One-North, Singapore, offering an outstanding education for expatriate students. The school educates boys and girls aged 3-18 years. We respect and nurture all students as individuals, seeking to inspire and celebrate their efforts in pursuing intellectual, moral, cultural, social and physical development.

The school draws on a professional and dynamic staff, the commitment and aspirations of the community, and the resources of Singapore in its drive to become the best school in the world. Tanglin supports its students to be:

- Thinkers who acquire knowledge through resilient inquiry
- Principled and reflective global citizens
- Caring and thoughtful communicators
- Open minded and balanced
- Successful lifelong learners

100 Years of Excellence

Tanglin Trust School moves proudly toward its centenary in 2025. The school's strategic plan: *100 Years of Excellence* provides a clear direction for the school's journey. In doing so, we honour the past, embrace the present and aspire to the future. Our key strategic themes include:

Team Tanglin

Tanglin Trust School aims to be recognised as an outward-looking, dynamic and high-profile centre for educational excellence that is warmly responsive to its community, socially responsible and proud to contribute to the future of Singapore and the world.

Flourishing Individuals

Tanglin Trust School aims to nurture and inspire every individual, ensuring they feel happy, valued, and successful in achieving their intellectual, spiritual, cultural, social, and physical goals.

Inspired Learners

Tanglin Trust School aims to be a distinctive international learning community, utilising both British-based and international learning programmes, to nurture and inspire lifelong learners who develop international-mindedness that will allow them to contribute to the world with confidence.

Personal Best

Tanglin Trust School aims to be a safe, caring, yet stimulating environment where we provide high-quality co-curricular opportunities that encourage both broad participation and the achievement of excellence in the arts, sport, outdoor education, and international experiences.

Our People

Tanglin Trust School aims to be recognised locally and internationally as a professionally stimulating and rewarding workplace that is committed to innovation, high-quality professional development, and the constant interchange of ideas as well as investing in staff who always seek to enhance the quality of education within and beyond the School.

Sustainability

Tanglin Trust School aims to operate as a sustainable not-for-profit school that manages its finances to maximise educational opportunities for students while investing in the School's long-term security and the continuous improvement of its campus.

Tanglin Trust School

Digital First

The emergence of digital solutions for many elements of our lives has created new opportunities within education. Tanglin Trust School aims to develop and create a viable ecosystem that utilises technology to engage our community.

The Institute@Tanglin

The Institute@Tanglin aims to be a forum that promotes excellence, provides thought leadership, and encourages discourse to inspire, challenge and prepare the next generation of leaders in our community.

Diversity, Equity, Inclusion and, Justice (DEIJ)

There is a renewed focus on Diversity, Equity, Inclusion and, Justice (DEIJ) at Tanglin Trust School. We aim to provide for protected characteristics including race, disability, sex and religion by exploring actions to make our school more inclusive for all.

100 Years of Excellence

Tanglin Trust School's long and enduring history began in 1925 when five students stepped onto the grounds of a new school on the site of the Tanglin Club in Singapore. To celebrate its legacy and heritage, a passionate team came together to begin planning for Tanglin's Centenary celebrations in 2024/25.

Our Mission and Vision

Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin, we strive to make every individual feel valued, happy, and successful. Responsibility, enthusiasm, and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Our Vision

We aspire to be the best school in the world with a dynamic learning community that nurtures and inspires every individual to be the best they can be. Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.



Our Core Strengths

Academic

Our academic curriculum utilises both British-based and international learning programmes, organised through subject disciplines within a strong academic framework. Planned progression within each discipline supports students in broadening their knowledge and deepening their understanding of the world as they move through the school.

Through their studies, Tanglin learners develop the skills they will need for future success in self-directed lifelong learning, namely:

- Critical and Creative Thinking
- Communication
- Social and Collaborative Skills
- Self-Management
- Research

Pastoral

At Tanglin, we continuously develop strategies and initiatives that keep us at the forefront of outstanding pastoral care. A well-embedded pastoral system nurtures positive relationships and promotes an ethos that both values and celebrates children as individuals while creating a strong sense of community. Drawing on available research from the field of Positive Psychology, the Lifeskills curriculum aims to equip students with the knowledge, skills and understanding necessary to lead confident, healthy and independent lives. Our Coordinated Wellbeing Services team – consisting of the Nursing team, Counselling team, Family Support Liaison and Educational Psychologist – provide additional specialist support, and can advise teachers and work with students/families as and when required.



Co-Curriculum

The co-curriculum programme is central to a student's education at Tanglin. Co-Curricular Activities play a crucial part in all staff and students' weekly schedules, and all faculty staff are expected to be involved with the leading and developing of co-curricular options, either in areas associated with their subject specialism or in an area in which they have experience or interest. Through The Arts, Sport, academic enrichment, clubs and societies and Outdoor Education, students' learning is enriched and developed. The co-curriculum is supported by significant time, resource and CPD opportunities, and staff are encouraged to utilise and develop their personal passions and hobbies.



Campus & Facilities

Tanglin Trust School offers world-class learning and sporting facilities in an environment that is highly conducive to student development. The School is situated on Portsdown Road, approximately 15 minutes drive from the city centre, in Singapore's dynamic 'one-north' district, a hub for knowledge-driven industries that are set amongst the heritage and nature areas of Rochester Park, the Wessex Estate and Nepal Hill. Tanglin is easily accessible from Singapore's main residential areas.

The School comprises separate modern buildings for Infant, Junior and Senior School students. There is also Sixth Form Centre, Berrick Building, Nixon Building, as well as the Tanglin Centenary Building which was completed in January 2023.

In addition to architect-designed classrooms set around bright and colourful common areas that promote a sense of community, these buildings also feature large multi-purpose assembly and sporting halls, music rooms, indoor facilities for orchestras and choirs, suites for the study of Information and Communications Technology, drama studios, science laboratories, libraries, health centres staffed by professional nurses and food service areas.

Sports facilities outside The Tanglin Centenary Building include a 25-metre swimming pool; four gymnasias; large outdoor playgrounds; full-size rugby and football pitches, plus three 5-a-side football pitches; long/triple jump pits; netball, badminton and volleyball courts; and a fitness centre.

The Tanglin Centenary Building is also a venue of exciting opportunities for the school and includes:

- Main Reception
- Gymnastics Centre
- 50-metre Swimming Pool
- Cricket Deck
- Physiotherapy Clinic
- Infant Dining Hall
- Infant Music and Multipurpose Space
- Music School: for Senior Music teaching, instrumental tuition, and ensemble rehearsal spaces
- Sports and Activities Office
- Parent Café and Co-working Space
- Lifeskills Classrooms
- Counselling Services
- The Institute
- 15-metre Rock Climbing Wall

The Institute

Tanglin launched the Institute@Tanglin in 2022. It aims to be a forum that promotes excellence, provides thought leadership, and encourages discourse to inspire, challenge and prepare the next generation of leaders in our community. The Institute will be a space that brings together a range of current and future disciplines, teachers, learners, facilitators and mentors, to work collaboratively to envision and drive new and improved outcomes within our already dynamic learning community.

Scholarship: Create more opportunities for faculty and student research projects, providing a platform to present and discuss research with experts from academia and industry, nurturing greater in-depth study e.g. Faculty Research Forum.

Inquiry: Provide opportunities outside the classroom to develop skills, capabilities, and interdisciplinary thinking through greater hands-on learning with external experts/practitioners e.g. SC Ventures.

Partnerships: External collaborations with corporate, government and educational entities in the delivery of Institute programmes e.g. NXplorers.

Thought Leadership: Engage inspiring individuals and organisations to expand our thinking across our strategic themes and inspire discourse and learning beyond the classroom across a range of subjects and interests e.g. David Faulkner Speaker Series.



Life at Tanglin

We enjoy a fast-paced environment where communication, collaboration and contribution are highly valued. With more than 2,800 students across the school, Tanglin is a hive of activity, both within and outside the classroom. While academic standards are high, individual development and personal achievement are equally as important.

Professional Development

Professional development at Tanglin includes a range of learning opportunities, including workshops, accredited courses, conferences, inspirational speakers, coaching, and staff-led pilots and initiatives. We believe great professional development promotes, develops and supports dialogue, challenge, and the exchange of ideas between educators; enabling both staff and students to flourish.

At Tanglin, we value meaningful relationships and connection, and believe the act of learning and connecting with others through professional development supports wellbeing and a sense of belonging. Coaching is a significant part of our broad and robust professional development provision; it is not mandated or directed. Our approach to coaching – and professional development in general – encourages and commends those who seek out opportunities to grow and develop.



The Role



The role reports to the Development Director and Head of TTS Foundation and will be involved in all aspects of fundraising at the School. S/he will lead the regular giving activities as well as support major gift fundraising and donor stewardship activity. The successful applicant will work closely with donors, parent advocates, parents, staff and alumni, and be involved in creating philanthropic strategies. High levels of discretion, confidentiality, relationship-building and the ability to work in and contribute to teams will be essential. Ability to motivate volunteers and donors will be favored.

The Philanthropy Manager will support the Development Director and Head of TTS Foundation across all aspects of Development, with a specific focus on supporting the strategies for cultivation, solicitation, and stewardship of prospects and donors. He/She will also be responsible for implementing the action plans for Tanglin's annual and regular giving programme.

Key Responsibilities

Fundraising

- Working closely with the Development Director and Head of TTS Foundation, develop and implement a broad range of donor cultivation strategies, programmes and activities to increase the funds raised for the School to realise its strategic objectives.
- Help build and sustain a culture of philanthropy at Tanglin Trust School.
- Lead the annual fund and regular giving activities, with twin focus on donor participation and fundraising goals.
- Assist in securing major gifts and implement required gift acceptance processes.
- Develop and manage a portfolio of prospective and existing donors to support the School's strategic objectives and grow the donor base year on year in revenue and quantum of donors.
- Build a strong donor pipeline to increase philanthropic income year on year, working towards the long-term financial sustainability of the TTS Foundation.
- Develop a robust stewardship programme, reporting to donors on the impact of their gifts with the goal of celebrating volunteers and donors.
- Recruit, retain, organize and steward the parent advocates group to support fundraising.
- Build the culture of philanthropy to the TTS Foundation from the school community and Tanglin Alumni, corporates, government agencies and other foundations to raise funds to support exceptional opportunities over and above the curriculum in four core areas: Sport; Arts; Innovation, Imagination and Inquiry and Engagement with Global Issues.
- Collaborate with the Marketing and Communications team to ensure community understanding of the ongoing projects funded by the TTS Foundation using both formal and informal communications tools.
- Analyse giving trends and help create fundraising strategies to support the Development Director and Head of TTS Foundation across all philanthropic activities.
- Draft written and social media correspondence for prospective and current supporters.
- Oversee the planning and execution of stewardship and solicitation events for prospect and donors.
- Manage, and be the point of contact, for a portfolio of donors and prospects.
- Assist the Development Director and Head of TTS Foundation in the creation of funding proposals.
- Ensure all fundraising activities are in adherence to Singapore laws and governance.

Development of Donor Fundraising

- Ensure business processes are in place, enhancing operational efficiency and maximising resources.
- Oversee timely processing of gifts and accurate reporting on fundraising targets based on a robust approach to data gathering and impact measurement.
- Help prepare briefing documents for senior executives and volunteers to assist with donors and prospects, including providing follow-up documentation and correspondence.
- Develop and oversee the prospect pipeline on the development database (Potentiality), ensuring all records are clean, up-to-date and relevant.
- Co-ordinate regular review meetings with the Development Director and Head of TTS Foundation, recording all updates and action plans.
- Implement a system to ensure all prospect activity is carried out as scheduled by the relationship manager.
- Systematically review prospect ratings and target gifts to ensure these are always accurate and up to date.
- Create monthly reports on major prospect engagement activity.
- Help develop and adhere to robust fundraising policies and standard operating procedures including carrying out appropriate due diligence on donors.
- Ensure accurate and timely record keeping in the donor management database to enable professional and coordinated relationship management.
- Ensure well-documented closing of gifts and pledge collection.
- Maintain best practice standards in all aspects of the position, including appropriate activity levels, communication, reporting, donor stewardship and with commitment to data input and record management.



Donor Stewardship

- Produce regular communications to supporters, updating them on the impact their donation is making.
- Work with the Development Director and Head of TTS Foundation to develop and implement a strategy for donor stewardship (donor listings, naming opportunities, visits, events, regular contact).

Research

- Provide opportunities for members of the community to come forward and find out about TTS Foundation projects and how they might offer their support.
- Carry out research to seek prospective donors within the Tanglin Community who have both affinity and capacity to support the TTS Foundation.
- Ensure that all activities are in compliance with the relevant data protection legislation (PDPA).

General

- On an annual basis, complete the Review and Development exercise and undertake identified development opportunities. Maintain an accurate and up to date record of all Professional Development opportunities.
- Comply with the school child safeguarding policy and procedures and report any concerns about a child to the Designated Safeguarding Lead.
- Embrace the School's commitment to creating a diverse and inclusive environment.

Experience and knowledge

- Educated up to undergraduate degree level or equivalent, or a combination of relevant experience and skills.
- Demonstrable experience in regular and annual giving.
- Experienced in developing and implementing robust strategies and plans to increase philanthropic income levels.
- Experienced in the development and execution of fundraising goals.
- Significant experience in working in teams.
- Experience working with volunteer boards and leadership.

Desirable

- Ability to speak a second Asian language will be an advantage.

Personal Attributes

- Exceptional leadership skills, being able to move and inspire a cross-functional group, leading it into a unified direction with a common vision.
- Excellent relationship building and people management skills to effectively manage the team and build relationships with members of the Tanglin school community, and other stakeholders including donors.
- Proven ability to meet deadlines and deliver and report back on agreed targets and plans.
- Strong project management skills to effectively oversee and meet strategic goals.
- Positive and passionate attitude towards the students, staff and the Tanglin Community.
- Possess cultural awareness to relate to, and work with, individuals from a wide variety of cultural, racial and religious backgrounds.
- Efficient, flexible and adaptable.
- Diplomatic and calm under pressure.
- Ability to work independently, to be self-motivated, proactive and forward thinking.
- Strong strategic thinker with a passion for fundraising.



Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.



How to Apply

Tanglin Trust School is an equal opportunities employer committed to the ongoing professional development of all our employees.

We are looking for people who can bring new perspectives, life experiences and skills that will enrich our community and the learning of our students, both inside and outside the classroom. If you share our vision and are keen to embrace the challenges and rewards of life in an established international school in Singapore, we would love to hear from you.



5-day week with annual leave entitlement. Interested applicants, please submit an application letter and detailed resume, stating your current and expected salary, date of availability and contact number to our executive search partner, Richmond Associates at info@richmond-associates.com or contact them at **+65 96847487**. In your application, please provide the names and addresses of three people from whom confidential references may be obtained. Please indicate their professional relationship to you.



