

About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) is the Archdiocese of Singapore's official umbrella body for overseas humanitarian aid and disaster relief across Asia. We unite the Catholic community to love and serve regional neighbours in crisis. If you are driven by frontline impact, join us to deliver urgent assistance and transform lives where compassion meets action.

Position: Executive / Senior Executive – Member Relations

The Member Engagement Executive is responsible for fostering strong, positive relationships with CHARIS' member organisations operating across ASEAN. This role ensures effective communication, collaboration, and support, helping to build a vibrant and engaged community aligned with CHARIS's humanitarian mission.

Key Responsibilities:

- Develop and maintain regular communication with member organizations through emails, newsletters, virtual meetings, and events.
- Coordinate member engagement activities, including workshops, training sessions, and networking events.
- Gather and relay feedback from member organizations to inform CHARIS's programs, grant & Fundraising initiatives, and strategic planning.
- Support member organizations with information, resources, and guidance to help them access funding and implement projects.
- Collaborate closely with Grants, Fundraising and other teams to ensure member needs are integrated into program delivery.
- Maintain an up-to-date and accurate database of member contacts and engagement activities.
- Monitor and report on member engagement metrics to support continuous improvement.
- Secretarial support for the Membership & DRM Committee.

Requirements:

- At least a Bachelor's degree or a Diploma with 2 to 3 years in the social sector.

JOB DESCRIPTION

- Experience in relationship management, stakeholder engagement, or community outreach, preferably in the non-profit or humanitarian sector.
- Excellent verbal and written communication skills.
- Strong organizational and coordination abilities.
- Proficient with communication tools such as email, video conferencing, and CRM/database software.
- Collaborative and empathetic approach with strong interpersonal skills.
- Ability to work independently and as part of a diverse team.
- Understanding of the humanitarian landscape is a plus.
- Mission-driven and passionate about humanitarian aid and capacity building.
- Proactive, responsive, and solution-oriented.
- Culturally sensitive and able to build trust across diverse organizations.

Contact Us

Please submit your CV, including last drawn salary and expected salary, to hr@charis-singapore.org latest by **30 September 2026**.

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below or our Facebook at:

- www.charis-singapore.org
- www.facebook.com/CHARISingapore