

## **AIDHA**

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to foreign domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 5,000 women and their families and communities. We attained much-coveted IPC (Institution of Public Character) status in 2015 and have retained it ever since.

Aidha provides training in money management, computer skills, leadership entrepreneurship and English. We conduct classes on Sundays (when most foreign domestic workers have their day off) at our campus at United World College in Dover. At any given time, Aidha typically has 400-500 students attending classes and a pool of 150-200 active volunteers conducting these classes. Given the current situation, in recent months Aidha has been offering classes and learning sessions online, which we aim to have as a continuing feature of our programme offerings.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

## **POSITION: DIRECTOR, PROGRAMMES AND DEVELOPMENT**

The role of Director, Programmes and Development, is one that contributes to the strategic development of Aidha's programme offerings and is responsible for developing strategic partnerships with partner organisations.

Reporting to the Chief Executive Officer (CEO), the Programmes and Development Director is responsible for guiding the development of new programmes as well as determining the direction of the current student and alumni programmes; overseeing the research and evaluation initiatives that will track the success and impact of Aidha's programmes; and managing curriculum reviews to ensure Aidha's programmes remain effective and relevant to its students. The Programmes and Development Director will also play a key role in developing new partnerships to further Aidha's programme priorities, including partnerships with local and international non-profits as well as funders.

**The position is full-time.** The Programmes and Development Director is expected to spend 1-2 Sundays a month on campus or, in light of Covid-19, supporting Sunday online activities. (Note: time off-in-lieu will be provided for work on weekends.)

## **RESPONSIBILITIES:**

### **Programme Development and Enhancement**

- Develop a comprehensive strategy to guide all aspects of programme development and management including continuous programme improvement. Key priorities include:
  - Expanding Aidha's current programme offerings to include short courses which will provide practical actionable information on specific key financial decisions
  - Fine-tuning of Aidha's new curriculum
  - Development of Aidha's online strategy

- Enhancement of Aidha’s Business Accelerator programme for Aidha alumni (in collaboration with Aidha’s Director of Campus Operations and Student Affairs)
  - Enhancement of Aidha’s programmes for low-income local women
- Stay abreast of best practices in the delivery of financial education and entrepreneurship training to ensure optimal design and execution of Aidha’s programmes
  - Oversee the planning and implementation of a portfolio of impactful programmes, working with the CEO and rest of the team, to meet the needs of Aidha’s beneficiaries
  - Develop and lead new strategic priorities for Aidha’s programmes
  - Develop and build partnerships with corporate partners or other non-profit organisations to expand outreach and enhance the impact of Aidha’s programmes

### **Research and Evaluation**

- Oversee the planning and implementation of evaluation and research initiatives to measure the impact of our programmes on Aidha beneficiaries
- Develop and lead Aidha’s research agenda to inform new programme activities to support Aidha’s mission
- Act as Aidha’s representative with external research partners and manage external research projects
- Summarise findings and prepare reports on research findings for CEO and the Board, newsletters, Annual Report, and other purposes

### **Other Responsibilities**

- Supervise and manage Aidha’s Programmes Manager/ Associate and volunteers and /or interns involved in programmes activities
- With the CEO, spearhead grant writing and grant reporting
- Undertake any other duties assigned by the CEO

### **ARE YOU OUR IDEAL PROGRAMMES AND DEVELOPMENT DIRECTOR?**

Our ideal Programmes and Development Director is that rare combination of being able to think big picture but also able to get down to details. The Programmes and Development Director would ideally have experience in programme development and evaluation and possess excellent written and verbal communication skills in English. Proficiency in Tagalog and Bahasa Indonesia would be a bonus. With the lead role in overseeing Aidha’s curriculum including the development of new content, experience in financial services/financial inclusion programming would be ideal; barring this, a good understanding of personal finance and business concepts would be needed. The Programmes and Development Director must have strong organisational skills and able to juggle multiple projects and be unfazed with tight deadlines. With Aidha’s increased interest in being more engaged with other like-minded organisations in the region as well as increasing our presence in the international development community, international development experience would be an asset. With the many financial needs of the foreign domestic worker community the potential to expand Aidha’s offerings is considerable. This role will play a critical role in setting the direction of our programme priorities and providing the needed capacity to achieve them.

The Programmes and Development Director must have the personality to thrive in a fast-paced, dynamic environment and can cope well with change. As our office and campus resembles a mini United Nations, the Programmes and Development Director must enjoy interacting and working with people from different nationalities and background. If you have a passion for our mission of education and empowerment, then we want you on our team!

**In return, what you can expect from your time with us at Aidha is...**

- A deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- The opportunity to play a key role in helping to shape and influence the growth of this small, successful organisation as it continues on its upward track
- Unmatched opportunities for personal growth and to learn and develop new skills and experience
- Never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume and cover letter, stating current and expected salary to [careers@aidha.org](mailto:careers@aidha.org)

Only shortlisted candidates will be notified.