

## AIDHA

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial education and self-development skills to migrant 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 Singapore (which became UN Women Singapore and subsequently United Women Singapore), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has positively impacted more than 7,000 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 most of our classes on Sundays when most migrant domestic workers have their day off. Most of our classes take place at our main campus located at Catapult in Buona Vista, with other classes held at our satellite campus at the Singapore Management University in the CBD. We typically have 300-400 students attending our courses every month, supported by a pool of 150-200 active volunteers.

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 is responsible for the development of all of Aidha's curriculum content – this includes overseeing its development by others as well as being deeply involved in creating it. The role also takes a leadership role in the strategic development of Aidha's programme offerings and is responsible for developing strategic partnerships with partner organisations to support Programmes activities.

Reporting to the Chief Executive Officer (CEO), the Programmes and Development Director is responsible for guiding the development of new programmes, enhancing existing curriculum and developing new curriculum content to ensure Aidha's programmes remain effective and relevant to its students, as well as determining the direction of the current student and alumni programmes. 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 either a full-time or 80% part-time role.** The Programmes and Development Director is expected to spend up to two Sundays a month on campus. (Note: Often only a half day is required on Sundays and 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:
  - Spearhead the writing, evaluation, and refinement of curriculum to ensure strong alignment with programme objectives, driving continuous improvement and the delivery of high-quality educational content. The Director will have significant content production responsibilities
  - Expanding Aidha's current programme offerings to include relevant short courses which will provide practical actionable information on specific key financial decisions

- Development of Aidha's online initiatives and strategy including the design, development and delivery of online content for Aidha's online resource centre
- 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 in collaboration with the other teams at Aidha
- Develop and build partnerships with corporate partners or other non-profit organisations to enhance the impact of Aidha's programmes

#### **Research and Evaluation**

- 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**

- Lead and manage Aidha's Programmes team comprising Programmes staff and volunteers and /or interns involved in programmes activities, providing guidance, support, and ensuring effective collaboration.
- Oversee the planning and execution of Aidha's annual Graduation Business and Personal Financial Plan Competition, including managing judging processes and organising related training sessions and events.
- Support the CEO in 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 will possess a unique blend of strategic vision and attention to detail. They will bring a combination of the following competencies and skills:

**Curriculum Development:** Experience creating and refining curricula to align with programme objectives, ensuring quality and adaptability for both in-person and online formats.

**Strategic Thinking & Leadership:** Ability to think strategically and manage day-to-day operations. Proven leadership in team management, partnership building, and achieving organisational goals.

**Partnership Development:** Strong track record in building and managing partnerships with corporate, non-profit, and funding organisations to expand impact.

**Financial Services & Inclusion:** Knowledge of financial literacy, entrepreneurship, and financial inclusion programming.

**Programme Development & Evaluation:** Expertise in designing, developing, and evaluating programmes, with a focus on educational and empowerment initiatives. Skilled in research, analysing outcomes and making data-driven improvements.

**Communication Skills:** Excellent written and verbal communication in English; proficiency in Tagalog/Bahasa Indonesia is a plus (as we develop courses in these languages and engage with beneficiaries who speak them), but not mandatory.

**Organisational Agility & Resilience:** Thrive in dynamic environments, adapting to change and leading teams with a solutions-oriented mindset.

**International Development Experience:** Experience working with marginalised communities, particularly in Southeast Asia, with a focus on financial inclusion and women's empowerment will be an asset.

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 cultures and backgrounds. 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.