



ST. ANDREW'S AUTISM CENTRE

(A service of St. Andrew's Mission Hospital)

1 Elliot Road
Singapore 458686
www.saac.org.sg
enquiry@saac.org.sg
T: 6517 3800 F: 6517 3801

St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students and adult clients; to provide behavioural support, life skills training, family support and public education.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

Ref: SAAC25092017

ASSISTANT MANAGER/MANAGER, FUND RAISING AND PHILANTHROPY ST. ANDREW'S AUTISM CENTRE

JOB DESCRIPTION

Fundraising

- Spearhead and implement effective fundraising strategies directed at meeting fundraising expectations and annual targets set, including creation of gift opportunities, and organising and supporting centre-driven and/or partners/supporters-driven fundraising campaigns, events, activities and efforts
- Develop and manage grant proposals and presentations with charitable trusts, foundations, corporates and high net worth individuals to garner long term financial support for SAAC's programmes and services
- Raise awareness of SAAC's programmes and services and financial needs and broaden financial support base
- Maintain close communication with and coordinate fundraising efforts with St. Andrew's Mission Hospital, drawing on the group's resources
- Any other assigned duties

Donor and Sponsor Management

- Interest and secure pool of new donors, and engage existing donors for continued support and deepen relations to generate greater donations/gifts
- Develop and establish a strong base of donor support, directed at adopting specific centre programmes and services in focus
- Cultivate relationship with existing pool of sponsors to ensure effective management of sponsorship programmes/services/projects, including timely reports/updates
- Manage major gifts, donations and sponsorships including financial gifts and donations in kind
- Develop and manage an effective donor database
- Manage relations and maintain good rapport with relevant authorities, stakeholders and partners for sustained interest and support of SAAC's programmes and services
- Oversee timely and accurate reporting, and donation and gift administration



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JOB SPECIFICATIONS

- Degree in marketing, public relations, mass communications, or related disciplines
- Minimum 5 years of relevant experience in fundraising, community relations, sales or marketing; 2 years in supervisory position (for Manager position)
- Excellent and effective communications skills (both verbal and written), strong interpersonal and good presentation skills
- Resourceful, self-motivated and target driven
- Committed to high standards, and adopts a professional and conscientious approach
- Meticulous and strong sense of urgency to meet deadlines
- Team player who is able to effectively communicate with various levels of staff
- Able to multi-task and work under pressure in a fast paced environment
- Flexible to work occasional weekends and evenings
- A passion to serve in special needs sector

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers@saac.org.sg.

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.