



ST. ANDREW'S AUTISM CENTRE

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St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

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

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

FUNDRAISING EXECUTIVE ST. ANDREW'S AUTISM CENTRE

JOB DESCRIPTION

- To support the Fundraising Team in the following areas:
- Help manage donor database. This includes mining of fundraising data for donor profiling towards cultivation and stewardship.
- Carry out background research, produce analytical reports to assist fundraisers to write proposals and make decisions in effective fundraising strategies.
- Gift administration. To manage the timely processing of gifts received via different sources within the Group and externally.
- Support fundraising events including virtual ones on social media platforms
- Assist in producing fundraising related communication materials/collaterals (both digital and hard copy) such as brochures for Annual Giving, event collaterals, Facebook and Instagram Postings and donation websites.

JOB SPECIFICATIONS

- Degree in Communications or equivalent
- Strong data management, analytical skills, project and event management skills
- Ability to plan, multi-task and is meticulous
- Effective communication skills, both written and verbal
- Resourceful and self-motivated and collaborative
- Possess any fundraising, marketing, volunteering related experience in any sector
- 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.