



ST. ANDREW'S AUTISM CENTRE

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 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.

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

JOB DESCRIPTION

- Implement fundraising initiatives to meet fundraising expectations and annual targets set.
- Support grant proposals and presentations with various stakeholders to garner long term financial support for SAAC's programmes and services
- Part of the Fundraising Team to raise awareness of SAAC's programmes and services and financial needs and broaden financial support base
- Engage existing donors for continued support and deepen relations to generate greater donations/gifts
- Cultivate relationship with existing pool of sponsors to ensure effective management of sponsorship programmes/services/projects, including timely reports/updates
- 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
- Ensure timely and accurate reporting, and donation and gift administration

JOB SPECIFICATIONS

- Degree in marketing, public relations, mass communications, or related disciplines
- Minimum 3 years of relevant experience in fundraising, community relations, sales or marketing
- A passion to serve in special needs sector
- 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



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- 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

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.