



## 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.

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### FUNDRAISER ST. ANDREW'S AUTISM CENTRE

#### JOB DESCRIPTION

##### Fundraising

- Design and implement effective fundraising strategies directed at meeting fundraising expectations and annual targets set, including strategic engagement and cultivation of major donors, 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
- 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





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- 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

### JOB SPECIFICATIONS

- Degree in marketing, public relations, mass communications, or related disciplines
- Minimum of 3 to 5 years (for Senior Manager position) of relevant experience in fundraising, community relations, sales or marketing;
- A passion to serve persons with disabilities and persons with autism
- 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 both internal and external stakeholders
- Able to multi-task and work under pressure in a fast paced environment

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](mailto:careers@saac.org.sg)

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

