



Employment Opportunity

Mission Statement: Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: Development Officer

Hours of Work: 35 hours

Duration: 1 year Contract

Reports to: Director of Information Management and Development

Date Posted: March 14, 2018

Deadline: March 28, 2018

Respond to: Human Resources Department, Email: hrd@splc.ca / Fax: (416)-493-3391

Attention Recent Graduates!

We are a non-profit organization with a diverse and inclusive team of compassionate, caring and service driven individuals who offer programs, services and housing for senior with an exciting career opportunity available for a **Development Officer**.

If you are a self-motivated, creative, and articulate individual who loves to engage, collaborate and build relationships with people while leveraging your strong writing and digital media skills, we would love to hear from you!

Position Summary

Responsible for supporting the overall fundraising strategy

Responsibilities

1. Foundational Fundraising Activities

- Work with Marketing and Communications and other stakeholders to develop a case for support

2. Develop and conduct donor communications and engagement activities

- Create communications materials that engage, inform and recognize donors
- Plan and develop communications and donor campaigns including annual Direct Mail Campaign
- Manage donor relations and maintain constituents using Raisers Edge



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3. Coordinates Fundraising Event Planning

- Lead coordination of all business and logistical aspects of SPLC fundraising events. (Annual Donor Appreciation Evening, Bowl for Seniors and Walk for Seniors)
- Create communications materials and press releases to support and promote events
- Create and distribute press releases to recap events
- Analyze and document each event for improvements and lessons learned

Any other duties that may be assigned from time to time

Education

- Completion of Post-Secondary education

Experiences and Skills

- Minimum one year experience in marketing and communications and / or fundraising, with a focus on creating and writing content
- Experience working in the Healthcare environment
- Experience working in a Not for Profit environment an asset
- Excellent written and verbal communication skills
- Strong knowledge with Microsoft Office applications (Word, Excel, PowerPoint)
- Knowledge of digital media – photography, videography, podcasting
- Knowledge of digital media software – Photoshop, Indesign, Premiere Elements
- Knowledge of current social media platforms – Facebook, Twitter, Youtube, etc
- Creative and analytical mindset, with a proactive and collaborative approach
- Strong problem-solving skills with the ability to adapt to changing situations
- Strong insight and judgement
- Strong attention to detail
- Multilingual language skills are an asset

Others:

- Background check required
- Required to work occasional evening or weekend hours

Senior Persons Living Connected (SPLC) is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.



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*Please submit your application quoting the position you are applying to by
Wednesday, March 28, 2018 by mail, fax or email:*

Mail: Human Resources Department
3333 Finch Avenue East
Scarborough, ON
M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca

While we thank all applicants for their interest, only those applicants selected for
interview will be contacted.