



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

Duration: 6 Month Contract

Reports to: Fundraising Lead

Date Posted: November 24, 2017

Deadline: December 8, 2017

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 development strategy, including communications and marketing related to fundraising and stakeholder/ community engagement.

Responsibilities

Develop and conduct donor communications and engagement activities

- 1 Create communications materials that engage, inform and recognize donors
- 2 Plan and develop communications and donor campaigns
- 3 Manage donor relations and maintain constituents via Raisers Edge



Employment Opportunity

Support engagement with stakeholders

- 1 Create communications materials to recruit and engage corporate voting members
- 2 Support engagement with stakeholders and partners of housing and services

Coordinates Fundraising Event Planning

- 1 Leads coordination of all business and logistical aspects of SPLC fundraising events. (Annual Donor Appreciation Evening, Bowl for Seniors, and Walk for Seniors)

Develops and coordinates communications and marketing activities

- 1 Collaboratively develops and coordinates communications, including graphics and translation, for client and caregiver initiatives
- 2 Writes and designs web and social media content, in collaboration with graphics/IT, personnel, and services and housing teams
- 3 Assists with communications and engagement planning
- 4 Writes communications materials and edits contributions for annual review, newsletters and correspondence and coordinates and edits department contributions
- 5 Prepares press releases, advisories, invitations to workshops and public events as needed

Any other duties that may be assigned from time to time

Education

- Completion of Post-Secondary education

Experiences

- 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

Knowledge:

- 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



Employment Opportunity

Skills & Abilities:

- Multilingual language skills are an asset
- 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

Working Conditions:

- Regular work interruptions
- Required to work occasional evening or weekend hours

Hours of Work:

- 35 hours per week

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.

*Please submit your application quoting the position you are applying to by **Friday, December 8, 2017** 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.