



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: Donor Relations Officer

Hours of Work: 35 hours

Duration: 6 month Contract

Reports to: Director of Information Management and Development

Date Posted: October 19, 2018

Deadline: November 2, 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 seniors with an exciting career opportunity available for a **Donor Relations Officer**.

If you are a self-motivated, creative, and articulate individual who loves to engage, collaborate and build relationships with people, we would love to hear from you!

Position Summary

Responsible for supporting the overall fundraising strategy

Responsibilities

1. Develop and conduct donor communications and engagement activities

- Conduct/do/engage donor relations and maintain constituents using Raisers Edge
- Create regular donor engagement status reports
- Plan and lead communications and fundraising campaigns
- Create communications materials that engage, inform, and recognize donors



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2. Coordinate Fundraising Event Planning

- Lead coordination of all business and logistical aspects of fundraising events.
- Create communications materials and press releases to support, promote, and 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

- 1 year experience in fundraising and/or marketing and communications
- Experience working in a Not for Profit environment an asset
- Excellent written and interpersonal/outgoing communication skills
- Strong knowledge with Microsoft Office applications and social media platforms
- Strong collaboration skills
- Strong problem-solving skills with the ability to adapt to changing situations
- Strong attention to detail
- Multilingual language skills are an asset
- Knowledge of digital media creation– photography, videography is 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.

Please submit your application quoting the position you are applying to 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.