

ORGANISATION PROFILE

Join a rapidly growing organisation that has over 300 full-time and flexi scheme employees and operates from 12 centres all over Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

JOB DESCRIPTION

Position	Fundraising, Alumni, Volunteer Management & Outreach Officer
Division/Branch	DAS Corporate Services/ FAVOR

RESPONSIBILITIES

The Fundraising Officer reports to the Assistant Director of Fundraising, Alumni, Volunteer Management and Outreach. He/ she will be mainly responsible for providing support in fundraising and related activities. He/ She also maintains the DAS volunteer database.

Based at the DAS Head Office in Jurong Point, he/she can expect a challenging role in working with different internal and external partners on various projects.

Performs a variety of fundraising related tasks including:

- Identify potential donors, funding sources and sponsorship for programmes and/or events
- Manage, support and develop all fundraising activities, some of which will be events-based
- Contribute to writing for grant and sponsorship application
- Plan and conduct fundraising activities
- Conduct post-event reviews, submit claims, put up reports to various stakeholders
- Inspire new donors and partners to raise funds, while maintaining and developing relationships with existing donors and partners
- Develop and coordinate online fundraising including social media
- Maintain volunteer database
- Recruit volunteers and coordinate volunteer activities
- Draft and update policies and procedures
- Perform other duties eg Alumni & Outreach as assigned

COMPETENCIES AND REQUIREMENTS

<p>Personal Competencies (Core) :</p> <ul style="list-style-type: none"> • Good interpersonal and networking skills • Good communication (flexible, clear and concise) and excellent presentation skills • Strong writing skills (competent in writing funding proposals etc) • Experience/knowledge of grant/sponsorship applications • Experience of fundraising over a range of methods a clear advantage • Experience of a wide range of communication methods including printed media and social media • Ability to plan and manage own time and work load • Ability to set and work to goals and targets • Meticulous 	<p>Education :</p> <ul style="list-style-type: none"> • Minimum Diploma or Degree (Mass Comm/ Marcom/ PR/Events or related fields will be an advantage) <p>Technical Competencies (Skills) :</p> <ul style="list-style-type: none"> • Microsoft Office suite • High level of computer literacy
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<ul style="list-style-type: none"> • Flexible and strategic mindset • Ability to work with a wide range of people including volunteers and stakeholders • Ability to work as a team and on own initiative • Ability to multi-task and adapt to changing work environment and requirements 	
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SALARY AND BENEFITS

Starting salary will be commensurate with experience.

After probation, the successful candidate will receive leave benefits, dental and other benefits. Staff will be entitled to medical benefits while on probation. The DAS also awards training incentives to deserving staff.

APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)
2. Resume
3. Written assignment (to be done on interview day) – Appeal for Sponsorship (see Section 1 for assignment details).

Email the above submissions to jobs@das.org.sg by **5 February 2023**.
Only complete applications (with the above 3 items) will be considered.

Only shortlisted candidates will be contacted.

Section 1: Written Assignment – Funding Proposal

Question:
 Identify a company or foundation and draft an appeal letter for DAS Charity Golf and Dinner.

Please limit your proposal to 500 words in total.
 The appeal letter to be done and submitted on interview day.