

**DESIGNATION: ASSISTANT MANAGER, FUND-RAISING**

**REQUIREMENTS:**

- Degree in Marketing and Communications
- At least 3 years of relevant experience in fundraising
- Energetic self-starter who can set priorities as well as work independently; strong organisational skills and time management skills.
- Good networking with industries
- Good engagement skills; including listening; negotiating and presenting.
- Ability to work with donor database; spreadsheets and word processing programs; strong writing skills.

**RESPONSIBILITIES:**

- Assist to plan, develop and implement effective fundraising strategies to meet fundraising expectations
- Develop gift opportunities and create proposals that match the interest of possible donors (Businesses, Individuals and Community Leaders) with the needs of Club HEAL
- Steward, maintain and strengthen Club HEAL relationships with its prospective and existing donors through active participation in networking functions and events.
- Timely and effective communication with donors and possible donors
- Assist to strategically plan and organise appreciation and recognition events to continually engage donors
- Work closely with Club HEAL key personnel, obtaining their support while managing expectations and relationships.

Interested candidates to send resume with expected salary via email to [admin@clubheal.org.sg](mailto:admin@clubheal.org.sg) by 10<sup>th</sup> September 2018.

Note that only shortlisted candidates will be called for an interview.