

St. Andrew's Centre: Senior's Independent Living for over 30 years. Enhancing Living through Community and Faith!!

In the heart of the historic and elegant Westmount neighbourhood, St. Andrew's Centre provides its residents with the highest possible standard of living. St. Andrew's Centre's impressive, red brick complex encompasses two seven-storey apartment towers and a three-storey annex, all linked by an atrium lovingly landscaped with a huge selection of tropical plants and jaunty paving stone floors.

Be a part of our community and join the great team at St. Andrew's Centre!

**We are presently looking for a Community Development Specialist
(0.6 FTE with negotiated hours and a potential for increased hours)**

As a first time Community Development Specialist at St. Andrew's Centre, you will be primarily responsible for fund development and grant proposals, development of our volunteer program, and collaboration with our Artist in Residence, our Resident's Association and our over 300 residents and staff to develop, plan and promote new and diverse social and volunteer programs for our residents (aged 60+) and our community. In this new position you have the opportunity to enhance the social and creative potential of the residents, their families and the staff and volunteers of St. Andrew's Centre!

Under the direction of the Manager of Resident and Community Relations, you will be responsible to:

- Build an engaging Volunteer Program, implement and maintain established standards and practices which will include supervision and scheduling
- Prepare and update as needed all internal communications related to your position
- Coordinate activities with the Resident Association, Artist in Residence and AMSA and assist them with their promotional materials and room bookings
- Work collaboratively with communities to meet resident and program need
- Participate and maintain a liaison with applicable agencies, professional associations and community activities where the position's involvement will further the interests of the Centre.
- Support marketing and community relations programs, including but not limited to trade shows, special events, and seniors associations.
- Research funding sources
- Generate revenue through fundraising, writing grant applications/proposals, and other partnerships, organize, plan and attend fundraising initiatives.
- A preference for Post-Secondary education in business, marketing, human services, or volunteer management
- First Aid and CPR certified
- Clear and satisfactory police record check with vulnerable sector
- Two (2) or more years of experience in fundraising and fund development, volunteer programming and leadership in a non-profit or charitable organization
- The ability to plan special events such as galas and other fundraising events as well as internal community programs

- Demonstrates a proven track record with revenue generation, fund development, and grant writing for charitable causes and/or nonprofit;
- Demonstrates a strong understanding of accounting, grant reporting and proposal writing with a knowledge of Canadian tax receipting guidelines.
- Demonstrated ability to oversee and collaborate with staff and volunteers
- Experience working with seniors
- Strong understanding of databases and compiling reports
- Knowledge of fundraising strategies and donor relations unique to non-profit sector, Societies Act, PIPA;
- Enhanced customer care and client management skills combined with strong analytical and organizational abilities.
- Ability to respond to emergency situations in a calm, sympathetic manner
- Must be able to work both independently and with a group.
- Must be able to work evenings and weekends, as events require.
- Must have own transportation.

Please email your resume and a letter describing why you would be an asset to St. Andrew's Centre as well as your salary expectations to: employment@standrewscentre.com no later than January 31, 2018. No phone calls please.

We thank all applicants, however only those selected for an interview will be contacted.