

# TOMORROW'S VOICES

## BERMUDA AUTISM EARLY INTERVENTION CENTRE

Our landmark facility in Bermuda specializing in providing ABA/Verbal Behavior Therapy for children with Autism Spectrum Disorders and Developmental Disabilities is looking for a professional to join our already established team of professionals. Tomorrow's Voices serves children from 2 to 21 years of age and provides services and strategies for clients as they transition from infancy through to adulthood. Following is the post for which we are accepting applications.

### **FUND DEVELOPMENT OFFICER (Part-time)**

Reporting to the Board of Directors, the Fund Development Officer will enhance the strategy for raising funds and developing donor relationships. Together with the Board of Directors and the Fundraising/Donor Committee, the Fund Development Officer will establish measurable performance expectations in stride with operating and programme budgets, and special projects. Working as a member of an energetic team, the Fund Development Officer will share in the responsibility of stewardship. The Postholder's core role will be to maximize funding from donors. This Postholder is responsible for planning and coordinating all aspects of fund development for Tomorrow's Voices. The Postholder will provide the lead on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation, and grant writing. The Postholder will identify, organize and manage the fundraising activities of Tomorrow's Voices with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, government, faith communities, and individuals. The Postholder will maintain a volunteer and membership database and manage volunteers as they contribute to the fundraising process.

### **JOB REQUIREMENTS**

- Bachelor's degree with a minimum of 3 years relevant professional fundraising experience with a proven record of success
- Preferred emphasis or concentration in fundraising, business, marketing, public relations, or related field. A Master's degree is a plus.
- Excellent organisational, managerial, and communication skills
- Experience and contacts in Bermuda are a plus
- Must be capable of operating in a computerized environment with knowledge of Microsoft Office suite, Constant Contact, Database applications, Spreadsheets, and a Donor/Membership Management System
- Ability to effectively supervise students, interns, parents, staff, Board members, and volunteers who assist with the fundraising process
- Must understand Tomorrow's Voices' purpose and remit
- Must promote the principles and views of Tomorrow's Voices
- Must have a passion for the importance of children/people with special needs
- Must be a mature and responsible individual and possess the following skills and competencies:
  - Great leadership skills
  - Good interpersonal and communication skills
  - Confident speaking publicly
  - Great verbal and written skills
  - Ability to work well under pressure
  - A high degree of self-motivation and confidence
  - Ability to handle multiple projects simultaneously
  - Ability to work well with people from all backgrounds
  - Ability to inspire, train, motivate, challenge, and supervise volunteers

Qualified suitable candidates should forward their resume and at least two recent written professional references to the address below.

**Tomorrow's Voices, Bay View, #4 Happy Valley Rd, Pembroke HM19  
or Email: [info@tomorrowsvoices.bm](mailto:info@tomorrowsvoices.bm)**