



## Person Specification

Job Title

**Fundraising Executive**

Qualifications		✓
Essential		
1. Educated to degree level or equivalent		A/I
2. Continuous Professional Development specific to fundraising		A/I
Desirable		
3. Member of the Institute of Fundraising or associated qualifications		A/I
Key skills		
Essential		
4. Excellent grammatical skills and ability to write concise and compelling cases for support, with an understanding of funding priorities.		A/I/C
5. Target focused, with experience of fundraising in a charity, social enterprise or community setting.		A/I
6. Strong communication skills with the proven ability to manage relationships with funders.		A/I
7. Strong presentation skills, able to alter presentation style to suit a variety of stakeholders.		A/I
8. Proactive and positive approach to problem solving and meeting targets.		A/I
9. Well organised with the ability to maintain thorough records and manage a busy workload, prioritising effectively to meet deadlines.		A/I
10. Excellent IT skills, utilising Word, Excel, Powerpoint, Outlook and our CRM to support all aspects of your role.		A/I
Desirable		
11. Desire to continue development through CPD		A/I
Experience		
Essential		
12. Demonstrable experience of high performance in a target-based role.		A/I
13. Experience of building a fundraising network and identifying fundraising opportunities.		A/I
Knowledge		
Essential		
14. Understands current legal regulation of fundraising practice and is confident holding professional responsibility for fundraising activities.		A/I
15. Extensive knowledge of funders, grant makers and sponsors across a variety of appeal types including capital and revenue.		A/I
16. Able to see the big picture in supporting the Charity Strategic Plan and related projects.		A/I/C
Other personal requirements		
Essential		
17. Strong team working skills, bringing a positive mindset.		A/I
18. Flexibility to work non-standard hours		A/I
19. A respectful and inclusive attitude to service users and colleagues		A/I

✓ **How we intend to assess your match with our person specification**

**A** Application Form

**C** Assessment Centre

**I** Interview