	Person Specification
Job Title	**Community Fundraising Coordinator**

Qualifications	✔
Essential	
• GCSE English and Maths at grade C or 4 or above	A
• Level 3 qualification in fundraising, marketing, business	A
• Member of the Chartered Institute of Fundraising	A
Key skills	
Essential	
• Able to act as a high-profile ambassador for the Charity	A/I
• Exceptional communication skills both verbally and written	A/I/C
• Able to develop engaging community and individual giving activities	A/I/C
• Accurately manage CRM systems for advanced reporting	A/I
• Ability to identify and develop new fundraising opportunities	A/I/C
• Ability to work autonomously & proactively to meet deadlines & targets.	A/I
• Ability to network and communicate compelling cases for support	A/I
• Physical ability to set up gazebos, event stands and event infrastructure.	A/I
Experience	
Essential	
• Experience of delivering funding income targets around c£200k per year	A/I
• Experience in managing successful community activities and events	A/I
• Experience researching funding platforms to create a pipeline	A/I
• Experience of developing individual giving opportunities and appeals	A/I
• Experience of managing fundraising campaigns against income targets	A/I
• Experience of working with volunteers and/or community fundraisers	A/I
Desirable	
• Experience of using digital fundraising platforms and donation systems	A/I
Knowledge	
Essential	
• Excellent knowledge of IT systems including MS Office and Excel and digital tools relevant to community fundraising and individual giving	A/I/C
• Understanding the principles of donor and supporter journeys and the importance of excellent supporter experience	A/I
• Excellent organisational, planning and prioritisation skills.	A/I/C
• Ability to manage multiple projects, campaigns and activities	A/I/C
Desirable	
• Knowledge of fundraising regulations, including Gift Aid	A/I
• Knowledge of local communities and established supporter networks	I
Other personal requirements	
Essential	
• Passionate about our mission and confident in delivering results	I
• Willingness to work flexibly including some evenings and weekends	I
• Access to your own vehicle and willingness to travel frequently	I
• Commitment to equality, diversity, inclusion	I

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

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A Application Form **C** Assessment Centre **I** Interview