

**PERSON SPECIFICATION**

**Community Fundraiser**

Area	Criteria	Essential	Desirable
<b>Knowledge and Experience</b>	Educated to degree level or equivalent	✓	
	Two years experience in a similar field of work	✓	
	Demonstrable experience of securing income from at least two of the following sources: Individual giving, major donors, trusts and foundations, corporates, events and/or community fundraising	✓	
	Proven track record in budget planning and meeting income targets	✓	
	Experience working with volunteers and fundraising committees		✓
	Experience in cultivating donors through to a gift and providing excellent stewardship	✓	
	Experience creating a fully costed case for support and securing funds to deliver	✓	
	Experience of social media marketing and communications		✓
	Experience using a customer relationship management database to record donor data and plan activity		✓
<b>Skills</b>	Excellent communication skills with the ability to present and persuade	✓	
	Excellent organisation skills and the ability to successfully deliver a number of projects simultaneously	✓	
	Ability to confidently use the Microsoft suite and similar	✓	
	Ability to set and manage budgets	✓	

Area	Criteria	Essential	Desirable
<b>Values and Attitude</b>	Commitment to Person-Centred thinking and adoption of a Person-Centred approach	✓	
	Commitment to continuous improvement and personal development	✓	
	Creative and Innovative with a commitment to enabling user-led services	✓	
	Willingness and ability to empower all the people we support, staff and volunteers	✓	
	Demonstrable ambition with the ability to challenge in advocating for the people we support	✓	
<b>Work Circumstances</b>	Able to work flexible hours including evening and weekends	✓	
	Positive attitude with ability to lead and work as part of a team	✓	
	Excellent time management	✓	