

## **Fundraising lead:** Personal specification



We are seeking a candidate who has the following qualities and skills. Your application should demonstrate how you meet these criteria:

### **KNOWLEDGE**

- Knowledge of the voluntary sector and relevant regulations.
- Excellent IT skills, inc MS Office (or equivalent).

### **ABILITIES**

- Able to influence, inspire and persuade a wide range of potential donors and other stakeholders.
- Proactive in identifying and acting on funding opportunities.
- Prioritise and meet deadlines.
- Communicate with conviction, clarity and integrity, both verbally and in writing with a range of people.

### **EXPERIENCE**

- Working in a fundraising role and experience of fundraising techniques for specific funding sources (detail as appropriate).
- Collating information and preparing proposals and reports, including assessing the costs benefits and risks of fundraising options.
- Having managed multiple priorities simultaneously.

### **APTITUDES**

- Resilience, attention to detail and ability to work to deadlines.
- Strong customer focus and the ability to work well with a wide range of people.
- Empathy and a high level of personal integrity.
- Organised and self-motivated.
- Willingness to work flexibly and remotely.