

<b>Person Specification: Trust and Corporate Fundraising Manager</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at: Application (A) Interview (I)</b>
<b>Skills, Experience and Knowledge</b>		
Proven track record of fundraising within a corporate, trusts, statutory, or a grants role, or other relationship management/business development positions	E	A/I
Excellent research skills with the ability to identify strong evidence and key points with an eye for detail and accuracy	E	A/I
Competent and comfortable building relationships with individuals at all levels	E	A/I
Excellent verbal and written communication skills	E	A/I
Experience of working in a charity	D	A/I
Confident user of IT, including Microsoft applications	E	A/I
Ability to share information, contribute opinion and receive constructive criticism	E	I
Ability to maintain accurate and up-to- date data and online records	E	I
Experience of using a CRM system	D	A/I
A full driving licence and access to a car	E	A/I
<b>Qualifications</b>		
Fundraising qualifications	D	A
<b>Personal Attributes</b>		
Ability to think creatively and positively and to seize new opportunities	E	I
Personal resilience with the ability to drive things forward	E	I
A good team player who thrives working in a small dynamic team	E	A/I
A self-starter who can maintain their motivation while working alone or from home	E	I
Good time-management, planning and organisational skills, including the ability to manage competing priorities that are time-sensitive	E	A/I
Willing to be flexible with working hours	E	I
Committed to equality, diversity and inclusion	E	I