



Person Specification

Department: **Fundraising and Marketing (Head Office)**
 Job title : **Fundraising Manager**
 Responsible to: **Chief Executive**

| Criteria | Essential | Desirable |
|-------------------------------------|---|--|
| Experience and Job Knowledge | <p>Wide experience of working in a fundraising environment</p> <p>Experience of delivering a fundraising strategy</p> <p>Proven success of income generation</p> <p>Experience of managing budgets and accounts</p> | <p>Experience of working closely with volunteers</p> <p>Understanding of The Raisers Edge database</p> <p>Experience of writing a fundraising strategy</p> <p>Line manager experience</p> <p>Similar previous position</p> |
| Skills and Competencies | <p>Competent oral and communication skills</p> <p>Strong planning and organisational skills</p> <p>Proficient in the use of IT software packages</p> | <p>Competent in analysis and use of statistics</p> |
| Personal Qualities | <p>Integrity & honesty</p> <p>Team leader & team player</p> <p>Highly motivated</p> <p>Positive temperament</p> <p>Flexible and adaptable to work demands</p> | <p>Flair and creativity</p> <p>Able to work outside of normal office hours</p> |
| Additional Requirements | <p>Driving licence</p> | <p>Interest and concern for the welfare of domestic animals</p> |