

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE

PERSON SPECIFICATION

Acquisition Executive

Qualities	Essential	Desirable
Qualifications	Educated to GCSE Grade C in English and Maths or equivalent	
Experience/ Knowledge/ Skills	- Excellent written and verbal communication skills, clarity, tact and the ability to adapt communication to suit the audience - Accuracy, consistency and attention to detail - Good organisational skills and the ability to meet deadlines - Excellent telephone manner - Good working knowledge of all Microsoft Office software including Outlook, Internet Explorer, Word and Excel. - Experience using CRM systems and databases, including platforms such as Mailchimp. - Experience in report writing and analysing data aligned with key metrics and KPIs. - The ability to work effectively as part of a team - Administrative and record-keeping skills - Experience and evidence of meeting or exceeding agreed sales targets - Experience of working collaboratively on proposals and projects - Good written and verbal communication skills - Evidence of excellent time and project management skills - Ability to organise and plan own work, identifying conflicting	- Experience of developing cold direct dialogue fundraising campaigns - Knowledge of GDPR, Lottery/Gaming licencing and regulations relating to a Hospice Lottery - Knowledge of working with databases - Ability to read and understand large amounts of information and put processes in place to support dissemination and implementation - Experience in a fundraising or marketing role. - Individual Giving and/or Lottery Fundraising experience - Good understanding of donors/clients' motivators, particularly in the area of individual giving - Experience of copy writing or creating communications

	demands and establishing clear priorities in order to meet agreed objectives	
Personal Qualities	• Ability to work alone and as part of a team • Good understanding of and commitment to equal opportunities • Ability to commute throughout the East Midlands when required	• Ability to use initiative to improve systems and processes
Demonstrates a commitment to Rainbows Values	• One Team – Working together with fairness and respect. • People Centred – Championing inclusivity, compassion and clarity. • Aim High – Adapting, learning and sharing our expertise. • Own It – Focused, committed and accountable.	