

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE

PERSON SPECIFICATION


Acquisition Executive

Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE Grade C in English and Maths or equivalent 	
Experience/ Knowledge/ Skills	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Ability to use initiative to improve systems and processes
Demonstrates a commitment to Rainbows Values	<ul style="list-style-type: none"> • 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. 	



Enquiries:

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rainbows.co.uk/careers