

# Yorkshire Dales Millennium Trust

## Person Specification: Development Officer

January 2024



	Essential	Desirable
<b>Experience and Knowledge</b>		
Experience of partnership/collaborative working	X	
Excellent customer service experience, particularly communicating with customers over the phone and face to face	X	
Understanding of potential funding sources, particularly relevant trusts and foundations who are most likely to support YDMT's various activities	X	
Proven track record of development and/or fundraising, particularly through Trust and Foundations and Philanthropy	X	
Experience in public sector or National Lottery bid writing		X
Appreciation of the current rural, environmental, economic and social 'landscape' and how a charity can contribute		X
Experience in major donor fundraising		X
Understanding of Raisers Edge or similar CRM database		X
<b>Skills</b>		
Able to build strong working relationships with external partners, employees and supporters	X	
Excellent organisational and team-working skills	X	
Excellent written communication skills, attention to detail & accuracy	X	
Able to understand complex project financial budgets and turn them into compelling 'asks'		X
<b>Personal Attributes</b>		
Creative, Caring, Honest and Enabling	X	
Good interpersonal, negotiating and influencing skills with a wide range of people	X	
Results orientated approach to work; self-motivated with ability to plan and manage own workload	X	
Well organised, efficient, and able to manage a varied and sometimes demanding workload	X	
Full driving licence		X
<b>Qualifications</b>		
Experience of working in a similar role and educated to degree level		X
Evidence of continuing professional development		X