

JOB DESCRIPTION & PERSON SPECIFICATION

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below:

JOB TITLE:	Fundraising & New Initiatives Manager		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Strong leadership skills with a history of innovative and creative thinking.	X		CV / Interview
Knowledge of the fundraising environment and a range of techniques for generating income.	X		CV / Interview
Educated to degree level or equivalent.	X		CV / Certificates
Understanding of the charity sector and relevant legal and regulatory frameworks	X		
Evidence of continued professional development relevant to the role.		X	CV / Certificates
Skills and/or Abilities			
Proven project management experience and the ability to develop new initiatives	X		CV / Interview
Excellent communication and people skills, with the ability to build strong relationships.	X		CV / Interview
An initiative-taking, innovative, and strategic approach with problem-solving abilities	X		CV / Interview
Strong organisational skills, diligence, and ability to multitask.	X		CV / Interview
Ability to influence change at various levels and work autonomously.	X		CV / Interview
Proven ability to build, manage and develop key stakeholder, client and donor relationships.	X		CV / Interview
Experience			
Minimum of three years' experience in a similar role with a strong history in strategic fundraising.	X		CV / Interview
Experience in using an organisation's brand for charity/business development	X		
Experience in managing, developing, and motivating people			
Experience in managing data, fundraising software, and CRM systems.			
Other Requirements			
Commitment to Refugee Resource's core values and strategic direction.	X		CV / Interview
Willingness and ability to work occasional evenings and weekends	X		CV / Interview
Empathy with refugees and asylum seekers, with a basic understanding of related issues.			
Commitment to promoting equality and social inclusion.			
To undertake any other duties as may be required from time to time, which are commensurate with the nature of the post.	X		Interview