

Person Specification Fundraising Officer

	ESSENTIAL	DESIRABLE
Qualifications	Degree Level Qualification or equivalent	Professional qualification in fundraising and development (via Institute of Fundraising)
Knowledge and Experience	Previous experience of bid writing and operating giving campaigns within the charitable sector.	Experience of working within the museum, heritage or learning sectors. Donor cultivation and stewardship
Skills	Excellent communication and inter-personal skills Excellent problem-solving skills Excellent writing skills Fluency with Microsoft Office	Financial and budget management skills
Personal Attributes/Behaviours	Good attention to detail Good organisational skills Ability to work well under pressure Ability to undertake training and duties compatible with the role.	Interest in Museums / Heritage Sector

We are an equal opportunities employer and committed to providing our employees with a work environment free from discrimination in which all can develop and thrive. We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.