

Person Specification

Fundraiser

Quality	Essential	Desirable
Attainments and previous experience	Proven experience of fundraising within a charity or not-for-profit organisation. Demonstrable experience of researching funding opportunities and preparing successful funding applications or other fundraising approaches. Experience of developing and maintaining relationships with funders or supporters	Experience of securing funding from charitable trusts and foundations, corporate partners, and community fundraising. Experience of contributing to larger or multi-year funding bids. Evidence of securing repeat and unrestricted funding.
Knowledge	Good understanding of fundraising principles and the ability to assess opportunities against potential income, likelihood of success, deadlines and resource required. Understanding of the importance of accurate records, funder requirements and reporting deadlines	Knowledge of fundraising approaches relevant to small charities. Experience of working with restricted and unrestricted funding.
Skills and abilities	Ability to work independently, take initiative and manage a workload with minimal supervision. Strong research, written communication and application writing skills. Ability to plan and prioritise work effectively. Ability to identify opportunities, solve problems and follow activity through to completion. Good organisational skills and attention to detail.	Experience of using databases (MS Access) or other systems to maintain accurate fundraising records, track funding opportunities and relationships, and monitor fundraising performance.

Disposition	Self-motivated, proactive and results focused. Able to take ownership or responsibilities and use sound judgement when deciding how to prioritise work. Skilled at building and maintaining positive, professional relationships with funders, businesses, community organisations and other supporters. Approachable, confident and professional in engaging with a range of people and organisations. Reliable, adaptable and comfortable working remotely and as part of a small team.	Creative and resourceful in identifying new fundraising approaches and developing opportunities
Commitment and Flexibility	Commitment to Guy's Gift vision, mission, values and objectives. Willingness to travel across Coventry and Warwickshire as required. Commitment to working within organisational policies and relevant fundraising standards.	Willingness to attend occasional fundraising events outside normal working hours, with working time agreed in advance.