MS Therapy Centre (NW)

PERSON SPECIFICATION

TRUSTS & FOUNDATIONS FUNDRAISER
February 2025

Knowledge Training and Experience	
Essential	**Desirable**
• At least 2 years 'experience of working in a similar/associated role with a proven record of securing four to six figure gifts • Outstanding writing and communication skills • The ability to understand financial language and budgets • Strong research and prospecting skills	• Knowledge of fundraising principles and methods • Demonstrable knowledge of wider charitable sector working • Knowledge of statutory funding sources and applications • Knowledge of the legislative environment within which charities and trusts operate (Data Protection, etc.)
Communication & Relationship Skills	
Essential	**Desirable**
• The capacity to build excellent relationships with key stakeholders, both internally and externally • Experience of measuring impact and delivering evaluation reports	
Analytical & Judgement Skills	
Essential	**Desirable**
• Ability to recognise and capitalise on opportunities • Demonstrable tact and diplomacy skills • Ability to take ownership of problems and find sustainable solutions; use innovation to meet challenges	

Planning and Organising Skills	
Essential	**Desirable**
• Sound time management, prioritisation, organisational, administrative, planning and record keeping skills	
Management Skills	
Essential	**Desirable**
• High driven and self-motivated, able to work without supervision but also able to work as part of a team • Able to encourage and direct others in order to achieve the desired outcome • Highly developed report and letter writing skills	
IT and Equipment	
Essential	**Desirable**
• Fully conversant with Microsoft Office applications • Ability to produce presentations, flowcharts, diagrams and reports • Use of general technology and equipment	• Knowledge and experience of using databases
Other	
Essential	**Desirable**
• High level of flexibility, with ability to sometimes work outside of normal working hours • Empathy with and commitment to the values & ethos of the MSTC (NW) • Keen to develop self within the role	