



PERSON SPECIFICATION Corporate Fundraiser

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS/ TRAINING	Degree or equivalent experience Full UK Driving Licence and availability of vehicle insured for business use	Member of Institute of Fundraising Fundraising or Sales qualification	<i>Application Form Degree Certificates Driving Licence and Insurance Documents (at interview)</i>
EXPERIENCE	Experience of fundraising or working with businesses in a sales environment Experience of making corporate and/or charitable trust applications Excellent networker Charity or corporate event planning and hosting experience Experience of motivating and supporting employees Experience in a customer facing role, preferably within the charity sector Experience of using and maintaining a fundraising database	Experience of working in a target driven or sales environment Experience of dealing with the media Experience of developing Corporate Fundraising Strategies and Action Plans	<i>Application Form Interview Presentation</i>
KNOWLEDGE	High level of understanding of, or willingness to learn, corporate fundraising methods and charity law Firm understanding of current business issues Good working knowledge of Microsoft Office and able to link usage to a fundraising database GDPR compliant	Awareness of current issues within the charity sector and the NHS Working in line with fundraising regulations and best practice Knowledge of local businesses	<i>Application Form Interview</i>
SKILLS/ ABILITIES	Excellent organisational skills Excellent interpersonal and communication skills Ability to develop and give persuasive presentations to business groups and employees Outstanding networking skills		<i>Application Form Interview Presentation</i>

	<p>Self motivated and able to work independently as well as part of a team</p> <p>Strong event management and marketing skills</p> <p>Ability to work with a broad range of businesses and people of all ages and backgrounds</p> <p>Sound decision making skills</p> <p>Able to demonstrate good persuasive and influencing skills</p>		
PERSONAL QUALITIES	<p>Motivated and driven by UHCW Charity's cause</p> <p>Able to work using own initiative</p> <p>Able to collaborate with others</p> <p>Innovative and creative</p> <p>Able to engender enthusiasm in others</p> <p>Able to work as a team or alone</p> <p>Flexible – able to plan and readjust work in response to changing circumstances</p> <p>Able to recognise and resolve complex issues, referring on to the Head of the Charity where appropriate</p>		<i>Application Form Interview</i>
EFFORT/ ENVIRONMENT	<p>Willing to work evenings and weekends</p> <p>Able to manoeuvre fundraising materials/equipment on a regular basis</p> <p>Willing and able to travel across the Coventry and Warwickshire region for meetings and events</p> <p>Able to handle difficult, sensitive or emotionally distressing situations, particularly when working with families of patients of the hospital or donors who have suffered a recent bereavement</p>		<i>Application Form Interview</i>