



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 (at interview) 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 corporate fundraising methods (or willingness to learn) including online/virtual events 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		<i>Application Form Interview Presentation</i>

	<p>Outstanding networking skills</p> <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 Charity Director 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>