

## **PERSON SPECIFICATION**

### **JOB TITLE**

Fundraising Manager

### **QUALIFICATIONS**

#### *Essential*

Educated to degree level or equivalent experience.

#### *Desirable*

Full or Associate member of Institute of Fundraising.

Fundraising qualification.

### **EXPERIENCE**

#### *Essential*

Proven experience of successful grant applications to a range of statutory bodies, trusts or foundations.

Experience of networking and building relationships with funders and other partners.

Experience of managing grants through some or all stages of the funding cycle, including research, planning and project development, supporting delivery, and report writing.

Experience of record keeping, maintaining databases of contacts, claim schedules, reporting requirements or similar.

#### *Desirable*

Experience of successful Lottery applications, especially Heritage Lottery.

Successful major donor fundraising experience.

Experience of the charity fundraising sector in Wales and/or the environmental sector.

Experience of raising money for large capital projects or land purchase

Experience of evaluating the effectiveness of fundraising activities.

Previous involvement in designing successful digital marketing appeals for individual donations.

Experience of developing and implementing a fundraising strategy.

Experience of working in a small charity team

## **KNOWLEDGE**

### *Essential*

Understanding of Institute of Fundraising Code of Practice, charity fundraising law, and GDPR.

Up to date knowledge of developments in fundraising practice and trends.

Understanding and awareness of monitoring and evaluation frameworks

### *Desirable*

Understanding of different donor types and their motivations to give.

Familiarity with the landscape, culture, demographics and economy of Mid Wales.

An understanding of nature conservation and environmental issues.

Knowledge of alternative or innovative income streams including methods of harnessing private finance for environmental projects; income generation through service provision or trading.

## **SKILLS**

### *Essential*

Excellent and persuasive written and verbal presentation and interpersonal skills.

Good organisational and motivational skills to manage own work without supervision, including time management and prioritisation skills and ability to meet deadlines.

Proficient in Microsoft Office applications, especially Word and Excel.

Ability to work flexibly and adapt to changing circumstances.

### *Desirable*

Budget setting and financial management skills.

## **OTHER**

### *Essential*

Willingness to travel, for example to meetings, training and to project site when required.

Able to work flexibly according to the demands of work, to meet funding deadlines.

Good team worker.

