

## APPLICATION TEMPLATE

Please apply with a covering letter, this application template and your CV. In your job application we want to know how your qualifications, experience, knowledge and skills match the Person Specification. Please give examples of your previous work and how it demonstrates that you meet the person specification. Please use this template to provide details under each of the criteria. Use as much space as necessary. If you do not match one of the criteria, simply write 'n/a' under it. The 'essential' criteria are necessary for progressing to the short-list of candidates. The 'desirable' criteria are not required, but will assist in the selection process. All applications will be scored objectively, with weightings in favour of the 'essential' criteria.

Any queries and completed applications to be sent to [post@coetirianian.org](mailto:post@coetirianian.org)

**Deadline: Wednesday, 1<sup>st</sup> May at 9am. Likely interview date Monday, 13<sup>th</sup> May.**

## JOB TITLE

Fundraising Manager

## QUALIFICATIONS

Please list any relevant qualifications

## EXPERIENCE

*Essential*

Experience of successful grant applications to a range of statutory bodies, trusts or foundations: Please list major grants you have been involved in raising, amount raised, your role in the fundraising process, and how long you have worked as a fundraiser.

Experience of networking and building relationships with funders and other partners. Please tell us what type of funders and donors you have worked with and for how long.

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. Please tell us your role in the grant raising process, size of grant and dates.

Successful major donor fundraising experience – please give details.

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.

