



PERSON SPECIFICATION

Fundraiser (Trusts, Foundations and individuals)

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to degree level (or level 5 equivalent)		X
Fundraising qualification		X
KNOWLEDGE		
Good general understanding of charity fundraising approaches	X	
Principles and practice of fundraising from Trusts and Foundations	X	
Principles and practice of fundraising from individuals		X
Principles and practice of legacy fundraising		X
Fundraising legislation/standards	X	
An understanding of Adoption and the issues facing adopted children and families		X
SKILLS AND ATTRIBUTES		
Strategic approach – able to drive forward plans working across the charity to achieve a coherent approach	X	
Advanced prospect research skills	X	
Exceptional proposal/application writing skills	X	
Ability to write persuasive appeals and other fundraising content, adapting style and tone as needed	X	
Creative and pro-active approach to motivating and attracting support	X	
Analytical, able to interpret supporter and service user data	X	
Numerate with strong IT skills (MS Office, databases)	X	
PREVIOUS EXPERIENCE		
Devising, implementing and monitoring fundraising plans	X	
Case for Support development	X	
Securing five figure sums from Trusts and Foundations	X	
Individual giving within a charity fundraising role		X
Legacy fundraising within a charity fundraising role		X
Managing donor relations	X	
Working with colleagues and/or partners to scope projects and create budgets	X	
Working to deadlines	X	

ATTITUDES AND VALUES		
Flexible and positive commitment to adoption	X	
Respect for the confidentiality of all users of the services offered	X	
Keen sense of justice and determination to challenge discrimination in any form	X	
Honesty, integrity and non-judgemental in activities related to the work of the Agency	X	
Commitment to equal opportunities	X	
Commitment to professional training and personal development	X	
Commitment to supervision processes and ability to seek advice as appropriate	X	
Commitment to promote and deliver a positive vision of the Agency and its work	X	