

## Person Specification for Head of Fundraising

Criteria	Essential	Desirable
<b>Skills / Abilities</b>	<p>Strategic thinker and team player.</p> <p>Excellent interpersonal and networking skills.</p> <p>Excellent communication, influencing and negotiation skills.</p> <p>Excellent fundraising marketing and PR skills.</p> <p>Proven leadership skills.</p> <p>Sound information gathering and analytical skills.</p> <p>Able to prioritise, plan and organise own workload.</p> <p>Able to plan and organise activities and campaigns.</p> <p>Good IT skills including word processing, spreadsheets and databases.</p> <p>Good budget management skills.</p>	<p>Experience of working within a good cause charity.</p>
<b>Knowledge</b>	<p>In-depth knowledge of fundraising principles, methods and procedures.</p> <p>Knowledge of fundraising operational procedures</p>	<p>Knowledge of government policy as it impacts on Four Square.</p>

	<p>Understanding of different supporter needs and donor stewardship.</p> <p>Knowledge of digital marketing including the use of social media.</p>	
<b>Qualifications, training and education</b>	<p>Demonstrable literacy and numeracy skills.</p> <p>Member of Institute of Fundraising (or prepared to join).</p>	Educated to degree level or equivalent relevant experience.
<b>Experience</b>	<p>At least 5 years experience of fundraising and 3 years in a management role.</p> <p>Proven experience in writing and delivering fundraising strategies.</p> <p>Proven successful track record of fundraising from a variety of sources.</p> <p>Experience in a wide range of (all aspects of) fundraising disciplines, including submitting funding applications to statutory and non-statutory sources</p> <p>Experience of developing proposals to national and local charitable organisations.</p> <p>Experience of planning and managing fundraising campaigns and events.</p> <p>Experience of setting and working to budgets, targets and plans.</p>	

	<p>Experience of delivering presentations to a range of audiences.</p> <p>Experience of working with local and national press/media.</p> <p>Demonstrable experience of managing and developing effective teams.</p> <p>Experience of fundraising for capital projects.</p>	
<p><b>Other requirements</b></p>	<p>Willing to work evenings and weekends as required.</p> <p>Empathy with the Four Square aims, values and vision.</p>	