

PERSON SPECIFICATION

Senior Philanthropy Officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent qualification in a relevant discipline area or equivalent experience 	
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Demonstrable fundraising experience Demonstrable experience of building and maintaining high level relationships with high profile key stakeholders Track record in community and corporate fundraising Experience in securing and managing grant funding Knowledge of current fundraising regulations and good practice including the impact of GDPR regulations Experience of working to financial targets 	<ul style="list-style-type: none"> Experience of working in a team, and commitment to supporting shared team goals Experience of managing fundraising campaign Demonstrable achievement in managing senior volunteers Monitoring and managing budgets Experience of working within a Third Sector service provision environment
Job Specific Requirements	<ul style="list-style-type: none"> Strong interpersonal skills, with the ability to build rapport when working with individuals of different discipline and backgrounds Systematic approach to fundraising, with excellent attention to detail Excellent communication skills with the ability to present / write concisely and persuasively, and the ability to persuade and negotiate successful outcomes Ability to work independently and as part of a team Excellent IT skills 	<ul style="list-style-type: none"> An understanding of Gift Aid and other tax effective giving mechanisms

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Personal Attributes	<ul style="list-style-type: none"> ● Good judgement and strong interpersonal skills in working with donors and prospects ● Commitment to valuing people and equal opportunities ● Strong influencing and negotiating skills ● Confident and articulate (verbally and in writing) ● Strong networker ● Strong commitment to teamwork ● Ability to work enthusiastically with commitment, motivate others and ask for support where necessary ● Perform well under pressure ● Excellent listener, capable of sustaining relationships with wide range of stakeholders ● Solution focused attitude to problem solving and developing new opportunities ● Willingness to travel if necessary and work occasional unsocial hours 	
Values	<ul style="list-style-type: none"> ● Encouraging participation, openness and integrity ● Encouraging creativity and innovation ● Applying the best ethical standards ● Committed to confidentiality and equal opportunities 	