



PERSON SPECIFICATION

DEVELOPMENT OFFICER: FUNDRAISING & COMMUNICATIONS

Essential:

- Experience of fundraising and/or communications role preferably in the charitable sector.
- Experience of growing income.
- Experience of diversifying income streams.
- Knowledge and awareness of most streams of fundraising, particularly community and events fundraising, at least in principle.
- Experience of managing social media channels.
- Experience of creating engaging content for a range of communication platforms.
- Ability to support, encourage and grow our community of fundraisers.
- Ability to work autonomously and make decisions.
- Ability to manage multiple tasks and prioritise workload.
- Excellent communication skills, both written and verbal, for a range of platforms and audiences.
- Proficient in the use of IT, particularly Microsoft365.

Desirable:

- Experience of creating successful digital campaigns and appeals.
- Experience of event management.
- Experience of recruiting and supporting fundraising volunteers.
- Experience of using tools such as Canva to create content.
- Experience of short video creation and editing.

To apply for the position please send a CV, including details of two referees who can be contacted prior to appointment and tailored covering letter to hello@can-do.scot by 12noon on Friday 14th July.

Interviews expected to be held Wednesday 26th July by agreement.