

# Person Specification

**Job Title:** Fundraising Manager (Trusts & Foundations)

(Full-Time @ 35 hrs p/wk)

**Job Ref:** YSFTF24

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>1. Educational/Professional Qualification</b>  |           |           |
| <a href="https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf">https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf</a> |           |           |
| Qualified Degree level or equivalent  | ✓         |           |
| Relevant professional qualification   |           | ✓         |
| <b>2. Career Experience</b>   |           |           |
| A minimum of three year's work experience as a fundraiser or a similar business development role  | ✓         |           |
| Experience and success in working to agreed KPIs  | ✓         |           |
| Experience in partnership-working and engaging with a variety of stakeholders   | ✓         |           |
| Experience of working for a charity/third sector  | ✓         |           |
| Experience of working for a national or network organisation  |           | ✓         |
| Experience of developing a charity CSR offer and building corporate partnerships  |           | ✓         |
| <b>3. Specialist Knowledge/Experience</b>   |           |           |
| Experienced in researching and writing bids and applications  | ✓         |           |
| Experience of project planning and scheduling, including budgeting  | ✓         |           |
| Experience of collating and producing engaging funder reports   | ✓         |           |
| Excellent ICT skills with experience of the Microsoft Office suite, particularly Word, Excel, and Outlook   | ✓         |           |
| Knowledge and experience of the Scottish charity funding landscape  |           | ✓         |
| Knowledge and understanding of youth work and its impact  |           | ✓         |

|  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Experience of using and developing a pipeline model  |                  | ✓                |
| Experience of delivering training to others on fundraising or bid writing  |                  | ✓                |
| <b>4. Skills/Aptitudes/Potential</b>   |                  |                  |
| Excellent written, typing and verbal communication skills  | ✓                |                  |
| Excellent interpersonal and communication skills   | ✓                |                  |
| Good organisational skills with an ability to prioritise tasks and work to deadlines   | ✓                |                  |
| Ability to plan, meet targets, use initiative and make decisions with minimum supervision  | ✓                |                  |
| Flexible approach to work  | ✓                |                  |
| Able to contribute to a professional, highly motivated and hard-working team   | ✓                |                  |
| <b>5. Personal Circumstances</b>   |                  |                  |
| Home-based or hybrid working is available for this role. You will be required in Edinburgh for occasional in-person planning/strategy days | ✓                |                  |