

Person Specification

**Job title:** Fundraising Officer (Community) South

**Organisation**: Scottish Huntington’s Association

**Date prepared**: May 2025

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|  | **Essential** | **Desirable** |
| 1. **Qualifications** | Higher English.  Higher Maths. | IOF/CIOF Certificate in Fundraising or  alternative.  Educated to degree level. |
| 1. **Knowledge &**   **Experience** | Proven track record in professional  fundraising and/or sales.  Awareness of the key issues affecting  community fundraising and the third  sector in Scotland, including knowledge of  relevant regulations (GDPR, Code of  Fundraising Practice.  Experience in managing and achieving  financial income targets.  Practiced in identifying, establishing  and retaining new supporters/customers.  Excellent understanding of the principles  of relationship fundraising (or customer  services) and stewardship/supporter care.  Confident in writing and delivering  presentations and speeches with a  natural ability to engage with a wide  variety of audiences.  Proven ability to copywrite for marketing.  Experience of using a CRM database  (Beacon/eTapestry/Raiser’s Edge/NXT. | Knowledge and experience of budget  management and financial record  keeping.  Proven track record in community or  corporate Fundraising,    Awareness of corporate social  Responsibility (CSR) programs.  Experience in managing volunteers.  Understanding of Huntington’s disease  or other neurological conditions.  Experience in creating marketing  graphics on Canva or Adobe InDesign. |
| 1. **Skills** | Ability to research, assess, and initiate new income-generation opportunities.  Excellent speaking and listening skills including confidence in public speaking.  Engaging and inspiring written and verbal communication skills in order  to recruit new supporters using a variety of media.  Excellent attention to detail.  Effective networking and negotiation skills and the confidence to deal with people  at all levels of professional seniority.  Ability to understand what motivates individuals to fundraise/donate and respond appropriately.  Excellent administrative skills and competence in the use of Microsoft Office 365. | Knowledge and understanding of the effective use of eTapestry (or other  CRM) and data management to deliver  results. |
| 1. **Personal qualities** | Naturally confident, outgoing personality  with excellent interpersonal skills.  Self-starter, resilient with a “can-do”  attitude and willingness to try new things  and learn from experience and others.  Capacity to use own initiative and work as  part of a team.  Professional, diplomatic and able to  maintain confidentiality. |  |
| 1. **Communication** | Effective written and verbal reporting skills.  A good communicator (face-to-face,  presentations, etc.) with the ability to  create and maintain relationships using a  variety of media. |  |
| 1. **Planning and organisational skills** | Competence to plan, organise, and manage multiple priorities and the ability  to successfully prioritise tasks for yourself and others.  Effective time management skills and ability to meet deadlines. |  |
| 1. **Other** | A clean driving licence and access to a vehicle daily.  Flexible approach with a willingness to work weekends and evenings and to travel throughout the south of Scotland, as necessary.  Commitment and promotion of equal opportunities and anti-discriminatory practices at work.  Commitment to the principles of confidentiality and General Data Protection Requirements.  Awareness of personal responsibility concerning health and safety.  Willingness to participate in professional development. |  |