

## Person Specification



**Job Title:** Partnerships Fundraiser

**Department:** Fundraising

**Location:** Warwick and Coventry

**Responsible to:** Partnerships Manager

Attributes	Essential	Desirable
<b>Educational / Professional Qualifications</b>	Educated to A Level standard or equivalent	
<b>Previous Experience</b>	Fundraising Customer service Account management Experience in using a database Experience using Microsoft office, Excel, PowerPoint and Word Delivering Presentations Relationship building Negotiation/sales Working to targets Networking Dealing with a variety of people from different backgrounds Using social media (particularly Facebook, Twitter & Instagram)	Experience in Charity Sector Knowledge and understanding of Donorflex Project management Working to financial targets
<b>Skills and Attributes</b>	Confident presentation skills in person and online Excellent IT skills	Effective time management to meet conflicting deadlines

	<p>Excellent communication skills, written and spoken</p> <p>Excellent interpersonal skills</p> <p>Strong organisational skills</p> <p>Be able to meet tight deadlines</p> <p>Able to multi-task and work well under pressure</p> <p>Able to work on their own &amp; as part of a team</p> <p>Proactive</p> <p>Dynamic</p> <p>Hardworking</p> <p>Motivated</p> <p>Hardworking</p> <p>Motivated</p> <p>Confident</p> <p>Efficient working manner</p> <p>Demonstrates initiative &amp; personal leadership</p> <p>Friendly</p> <p>Approachable</p> <p>Committed</p>	
<b>Other</b>	<p>Flexible and able to work some evenings and weekends</p> <p>Full clean driving license and use of car</p>	