Person Specification

Job Title: Community Fundraiser

Department: Income Generation

Location: Coventry Myton Hospice

Responsible to: Community Fundraising Manager

Attributes	Essential	Desirable
Educational / Professional Qualifications		Knowledge of fundraising regulations and good practice
Previous Experience	Customer service or relationship management Using and updating a database Experience working to set targets, objectives or measurable outcomes	Experience in a fundraising or income generation role Experience of volunteer management and recruitment
Skills and Attributes	Verbal and written communication skills, including the ability to deliver talks or presentations Excellent IT skills Excellent communication and interpersonal skills Strong organisational skills, with the ability to prioritise and coordinate competing workloads Able to multi-task and work well under pressure Able to work on your own & as part of a team Experience using Microsoft office, Excel, PowerPoint and Word	

	Ability to monitor activity and performance and maintain accurate records Proactive & dynamic Hardworking & motivated Professional Enthusiastic & committed Flexible and adaptable Confident Approachable	
Other	The right to work in the UK Willing to work evenings and weekends when required Driving licence and use of a suitable vehicle for work, with the ability to travel across Coventry and Warwickshire	