

## Person Specification



**Job Title:** Events Fundraiser  
**Department:** Events Fundraiser  
**Location:** Warwick  
**Responsible to:** Events Manager

Attributes	Essential	Desirable
<b>Educational / Professional Qualifications</b>		Events qualification  Degree / qualification in another relevant subject  First Aid qualification
<b>Previous Experience</b>	Event organising  Proven track record of organising mass participant events  Proven track record in participant recruitment and sponsorship generation  Proven track record of working / negotiating with Third Party Event Companies and event suppliers and associations  Working with income and expenditure budgets  Achieving financial targets  Events promotion  Using CRM  Customer or Donor Care  Using social media (particularly Facebook, Twitter & Instagram)	Charity Events Experience  Proven track record of working within the hospitality sector  Volunteer management  Knowledge and understanding of Donorflex  Knowledge of digital route mapping
<b>Skills and Attributes</b>	Excellent use of Microsoft software (Word/Excel/PowerPoint/Teams)  Creative and a conceptual thinker  Eye for detail  Able to articulate ideas  Confident presentation skills in person and online  Excellent IT skills	

	<p>Excellent communication skills</p> <p>Excellent interpersonal skills</p> <p>Excellent organisational skills</p> <p>Able to meet tight deadlines</p> <p>Able to multitask / manage a varied workload</p> <p>Able to work well under pressure and to time constraints</p> <p>Able to work on their own and as part of a close team</p> <p>Efficient working manner</p> <p>Demonstrates initiative and personal leadership</p> <p>Professional</p> <p>Enthusiastic</p> <p>Creative</p> <p>Flexible</p>	
<b>Other</b>	<p>Clean driving licence and access to own vehicle</p> <p>The right to work in the UK</p>	