

THE MYTON HOSPICES
PERSON SPECIFICATION

Position: Trusts & Grants Fundraising Officer

Attributes	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Educated to A level standard or equivalent 	<ul style="list-style-type: none"> ➤ Degree or equivalent level qualification ➤ IOF or equivalent qualification in Fundraising
Experience	<ul style="list-style-type: none"> ➤ Demonstrable experience of producing high quality written work ➤ Knowledge of the current funding landscape and the needs of grant making organisations ➤ Demonstrable experience of managing a diverse workload and working to deadlines under pressure ➤ Developing and managing relationships with colleagues, supporters and key stakeholders ➤ Achieving targets ➤ Customer or Donor Care 	<ul style="list-style-type: none"> ➤ Knowledge of Donorflex ➤ Experience in working with / managing of volunteers ➤ Fundraising Experience
Skills and Abilities	<ul style="list-style-type: none"> ➤ Able to communicate with a variety of people at all levels 	<ul style="list-style-type: none"> ➤ Understanding and evidence of undertaking

	<ul style="list-style-type: none"> ➤ Excellent attention to detail and a methodical approach ➤ Excellent research and analytical skills ➤ Excellent written and verbal communication skills in a variety of formats – adapting style to relevant audience ➤ Ability to prioritise and meet tight deadlines ➤ Well organised & self-motivated ➤ Highly numerate with the ability to collate, analyse, understand and present financial information to a range of audiences ➤ Ability to work as part of a team ➤ Strong IT (in particular Word & Database Management) 	and securing funding asks
Personal Qualities	<ul style="list-style-type: none"> ➤ Professional and flexible ➤ Enthusiastic and positive attitude ➤ Strong relationship building across multiple audiences / variety of stakeholders ➤ Creative and Innovative ➤ Tenacious ➤ Passionate about the cause 	<ul style="list-style-type: none"> ➤ Driving license and access to vehicle