**A picture containing logo

Description automatically generated**

**Person Specification – Community Fundraiser (Maternity Cover)**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Minimum of 2 years proven sales and / or fundraising experience * Driving licence and access to a vehicle * GCSE Grade C (or equivalent) in Maths and English | * Previous experience in a fundraising environment * Evidence of continuous professional development * Chartered Institute of Fundraising Qualification |

**Skills for the role**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Thorough knowledge and understanding of Customer Relationship Management (CRM) * Excellent IT skills, including Word and Excel * Sound understanding of developing a sales pipeline * Excellent written and oral communication skills * Ability to work flexibly within a small team, adapting role to meet changing needs * Self-motivated and able to show initiative | * Understanding of the hospice environment * Previous experience using Donorflex * Interest in working with volunteers * Experience in promoting events via print and digital media * Experience in using a variety of design packages including Adobe and Canva |

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Strong time management and prioritisation skills / ability to work under pressure and to tight deadlines |  |

**Experience / knowledge for the role**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Working with a team environment | * An interest in philanthropy |