

Person Specification

POST: Grants Officer

DEPARTMENT: Fundraising

Job Requirements	Essential	Desirable
EDUCATION, QUALIFICATIONS AND EXPERIENCE		
Evidence of high-levels of numeracy and literacy and good general level of education	✓	
Degree qualification, in relevant business-related subject, or equivalent experience to degree level	✓	
Externally accredited qualification such as IoF Foundation in Fundraising Practice		✓
Fundraising specific training to degree level, e.g. proposal writing, negotiation skills etc., or equivalent experience		✓
SKILLS AND KNOWLEDGE		
A proven track record of meeting or exceeding fundraising income targets by writing bids and securing medium value gifts (£10k-£150k) within a Trusts and/or Major Donor Fundraising environment	✓	
Experience researching prospects, including Trusts/Foundations and major donors, and managing data/prospects within a CRM system	✓	
Knowledge of fundraising trends and experience conducting market research		✓
Knowledge of GDPR/data protection laws	✓	
Experience of fundraising within a complex organisation e.g. NHS, university etc.		✓
Experience of fundraising for medical/health related projects.		✓
Self-motivated and self-directing; strong time management skills; strong attention to detail; flexible; and honest, with a high degree of personal integrity.	✓	
High emotional intelligence and exceptional interpersonal skills: a 'people person'. Be able to empathise with people's stated needs and emotional drivers.	✓	

PERSONAL ATTRIBUTES		
Ability to empathise and deal sensitively with distressed people (e.g. recently bereaved)	✓	
Evidence of honesty, reliability and enthusiasm in work settings	✓	
Proven ability to innovate and bring energy to introducing change	✓	
Willingness to train and learn new skills	✓	
Willingness to work occasional evenings and weekends	✓	
Driving Licence		✓