

# PERSON SPECIFICATION

## Fundraising Officer

### ESSENTIAL EXPERIENCE

- Experience of developing professional relationships with a variety of people
- Sales and/or marketing experience in a paid role
- Experience of managing effective relationships with clients and looking after high level contacts at events, launches and receptions
- Evidence of meeting ambitious targets
- Excellent IT, written and verbal presentation skills
- High degree of common sense, sensitivity, tact, diplomacy and discretion
- Good numeracy skills
- Attention to detail
- Being able to work flexibly, with the ability to prioritise, work under pressure, keep to deadlines and adjust time management within team demands

### SKILLS

- Good communicator and presenter
- Organised
- Sales and marketing
- Team working

### PERSONAL CHARACTERISTICS

- Sensitivity towards families affected by acquired brain injury
- Approachable and professional with high standards of service delivery and customer care
- Commitment to apply The Wayne Howard Trust's values and behaviours to all aspects of work
- Willingness to work flexibly in approach to work and/or work time requirements
- Self-motivated, and driven with entrepreneurial flair
- Positive, and goal orientated
- Honest, and reliable with high level of integrity

### QUALIFICATIONS

- A professional qualification, such as the Diploma of the Institute of Fundraisers, or a willingness to obtain