

## Person Specification: Corporate Fundraiser

(E = Essential / D = Desirable / A = Application / I = Interview)

<b>Experience</b>	1. At least 2 years in a sales and/or business development role	E	A/I
	2. Proven experience of building strong relationships with corporates	E	A/I
	3. Experience of working in fundraising	D	A/I
	4. Experience of organising events	D	A/I
	5. Donor and supporter contact management, including use of a Customer Relationship Management (CRM) or donor database	E	A/I
	6. Contributing to and embedding a fundraising strategy	D	A/I
	7. Individual giving, major giving or corporate fundraising	D	A/I
	8. Oversight and management of volunteers	D	A/I
<b>Qualifications &amp; Training</b>	1. Educated to degree level or equivalent.	D	A
	2. Fundraising training or qualification e.g. IoF Certificate	D	A
	3. Relevant training on domestic violence, diversity and equality	D	A
<b>Skills &amp; Knowledge</b>	1. Ability to present to small and large groups	E	A/I
	2. Excellent copywriting and written communication skills	E	A/IA/I
	3. Confident to build relationships from 'cold'	E	A/I
	4. Skilled at persuasive, professional, clear verbal communication	E	A/I
	5. Effective problem-solving and decision-making skills	E	A/I
	6. Excellent planning, prioritising and organisational skills	E	A/I
	7. Ability to motivate team members and volunteers	E	A/I
	8. Able to work as part of a team	E	A
	9. Working knowledge of using IT: key social media platforms, CRM/contact databases, the Microsoft Office Suite	E	A
	10. Knowledge of how to develop fundraising opportunities through individual giving, major donors, corporate, or legacies	D	A/I
	11. Knowledge of the effects of domestic and sexual abuse issues on individuals, children, families and society.	D	A/I
<b>Personal Qualities &amp; Attributes</b>	1. Proactive and self-motivated	E	A/I
	2. Strategic thinker	E	A/I
	3. Enjoys creative thinking and generating ideas	E	A/I
	4. Willingness to take on new challenges and responsibilities	E	A/I
	5. Committed to personal development	E	A
	6. Collaborative and supportive attitude in a team	E	A/I
	7. Willing to challenge stereotyping, prejudice, discrimination, bias	E	A
	8. Demonstrable commitment to the increasing of equality and fairness of women's position in society	E	A
<b>Other requirements</b>	1. Happy and able to travel across Nottinghamshire and sometimes further afield.	E	A
	2. Able to work occasional evenings and weekends	E	A
	3. Willing to carry out any additional work and responsibilities relevant to the role.	E	A

### Further Information

The current offices are not wheelchair accessible. Alternative arrangements can be negotiated. The jobholder will need to declare and keep up to date any potential conflicts of interest from their own activities or relationships. Due to the size of Equation, no specific trade union agreement exists, but Equation fully supports the rights of its employees to belong to and participate in trade union activities