



PERSON SPECIFICATION

JOB TITLE:	Fundraising & Income Generation Manager
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Taking a lead role in fundraising and income generation
LOCATION:	Birmingham

Experience:

1. Experience of planning and running community fundraising events
2. Track record of undertaking research to identify grant and contract funding opportunities, and writing successful bids to funders.
3. Experience and evidence of marketing and PR, including media, social media and online
4. Experience of financial planning and budgets for funding proposals
5. Experience of establishing strategic and operational partnerships
6. Experience of and commitment to working in partnership with statutory and voluntary organisations
7. Experience of working to the Fundraising Code of Practice

Skills and abilities:

8. Creativity to identify and develop new ideas and approaches
9. Verbal communication skills including presentation skills
10. Written communication skills, report writing & data presentation
11. Interpersonal and relationship building skills
12. Prioritisation and time management and an aptitude for accuracy and attention to detail
13. Ability to work to tight deadlines with conflicting and competing demands
14. Problem solving and trouble-shooting
15. High level of computer literacy, experience of Microsoft Office for word processing, emailing, record-keeping, web-based research, website and social media
16. Professional with the ability to maintain confidentiality levels at all times
17. Self-motivated with the ability to implement business and fundraising activity with minimal supervision

18. Approachable, empathetic, friendly and able to get on with others and be a strong team player
19. Willing to accept instruction and responsibility
20. Flexible approach, enthusiastic and outgoing

Knowledge:

21. Have a strong knowledge of the current funding environment, including statutory and grant giving organisations
22. Statutory agency structures and procedures.
23. Ability to gain knowledge of services for older people available in the local community
24. Understanding and appreciation of the needs of older people and persons at risk
25. Knowledge and understanding of GDPR and Information Governance

Education and Training:

26. Degree or equivalent experience desirable
27. Evidence of training undertaken appropriate to the post

Other requirements:

28. A demonstrable commitment to providing services for older people that are user led
29. Reliability and adaptability willingness to work across organisational boundaries
30. Willingness to work on own, under supervision and as part of a team.
31. Ability and willingness to work flexibly occasionally

Legal requirements:

32. Current driving licence with access to own vehicle
33. Satisfactory DBS check