

Person Specification

**Fundraising, Events and Philanthropy Manager**

This person specification lists the skills, knowledge and experience required.

E = Essential criteria; D = Desirable criteria;

S = Short listing criteria; I = Interview criteria; Application Form AF

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential or****Desirable** | **Interview****Criteria** |
| **Education**  |  |  |
| Degree level (or equivalent) in a relevant business discipline | D  | AF |
| Additional post graduate qualification relating to marketing and communication | D | AF |
| Project management qualification | D  | AF |
| **Experience**  |  |  |
| Proven experience in fundraising and building relationships with donors. | E | S |
| Experience of working in 3rd sector | D | I/AF |
| Experience of designing and delivering events and fundraising activities | E | S |
| Fundraising experience with corporates, major donors, community team | E | S |
| Experience of managing a small team | D | I |
| Financial management and budgeting  | D | I |
| Producing reports against progress and planning contingency action when necessary | D | I |
| Experience of working with volunteers | D | I |
| Good knowledge of health and safety, risk assessment, safeguarding and confidentiality |  |  |
| **Skills and Abilities**  |  |  |
| Excellent written communication skills with the ability to write persuasively for different audiences.  | E | I/AF |
| Excellent verbal communication skills, including customer service and the ability to communicate effectively with those with diverse needs  | E | I |
| Strong administrative, numerical, analytical and organisational ability  | E | I |
| Ability to effectively prioritise own and the team’s workload | E | I |
| Excellent IT skills using Microsoft office and databases | E | I |
| Knowledge of and ability to use CRM systems or databases to maximise income generation  | E | I/AF |
| Project evaluation – ability to monitor return on investment | E | I |
| Digital competency including online marketing tools and CMS  | E | I |
| Knowledge of and ability to use social media to promote events.  | D | I |
| Strong presentation skills  | E | I |
| Excellent self-motivation and ability to motivate teams | E | I |
| Ability to create and maintain successful working partnerships with multiple stakeholders | E | I |
| Business planning to achieve strategy and fundraising targets | E | I |
| **Personal Attributes**  |   |  |
| Commitment to personal growth and extending own professional competence and knowledge | E  | I |
| Willingness to work flexibly including evenings and weekends | E | I |
| A full driving licence and daily use of a car | E | I |
|  |  |  |

**Equal Opportunities**

We are an equal opportunities employer and welcome applicants form across the community. All employees have a legal and moral responsibility to ensure that Stonepillow’s workplace is free from discrimination, harassment and bullying.

**Stonepillow Values**

****    

All staff at Stonepillow are expected to work according to our five values. Below are examples of the behaviours expected for each of them. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

|  |
| --- |
| **Inclusive** Blockchain |
| ***Valuing diversity*** * The smallest minority is the individual.
* We respect and value people for who they are, and believe that by giving people a voice, and listening to what they have to say, we all benefit.
* We are open and value differences to ensure we maintain our professional boundaries
* We look to involve our clients, volunteers and staff in all we do, and where we see it, we challenge discrimination.
* We believe in giving people at all levels a voice in decisions.
* Giving every individual the chance to achieve their potential free from prejudice and discrimination.
 |
| **Innovative** Brainstorm |
| ***Innovation and quality*** * Open to change.
* In our thoughts, words and actions we look for ways to innovate and develop our services
* We are constantly listening and learning.
* Inspire and motivate colleagues and clients to be part of the continued success of Stonepillow
* Come across as proactive and innovative in coming up with new ideas and creative solutions; build positively on the ideas of others
* Constructively challenge the status quo, identifying opportunities to do things better and grow our organisation.
 |
| **Accountable**Atom |
| ***Being professional*** * Understand how your work contributes to Stonepillow’s overall aims, fully embracing their role and responsibilities in helping us achieve a positive future for our clients
* Take personal responsibility for achieving your best or if mistakes are made.
* Be ambitious, setting clear and challenging goals; help and motivate others to achieve results.
* We take responsibility for our actions, keeping people informed and always do what we’ve said we’ll do.
* We take on board feedback and evaluate your results and impact as we strive to improve.
 |
| **Focused**Shape  Description automatically generated with low confidence |
| ***Being client focused and working collaboratively**** Take considered and balanced decisions in the interests of the clients we support
* Respond to stakeholder needs and feedback, putting clients at the heart of all we do and involving them in decisions that affect them
* Actively collaborate and work well with others across and outside the organisation, seeking ways to support each other’s work
* Share knowledge, information, and best practice with colleagues; seek to learn from other areas of the business
* Focus your time and energy on the tasks that are highest priority
* Track progress against targets and focus on delivering results in unity with partnerships and stakeholders

  |
| **Kindness** Open hand with plant |
| ***Respectful and kind**** We are approachable, actively offering help and support to others
* We are respectful and kind to others - it reflects in our key ethics
* Show interest in and empathy for others, respecting all colleagues, volunteers, and clients as individuals
* Active humility - Admit mistakes and be willing to ask for help and support when needed - personal growth is a key ingredient to kindness
* Actively listen, encouraging others to contribute their views; be open to suggestions from others, regardless of who they are
* Commit to learning new skills that will develop your approach and your commitment to unconditional positive regard.
 |

**The following are required of all roles with Stonepillow. However, you do not need to address these in your application.**

 Genuine interest in and commitment to Stonepillow’s work and client group.

 An understanding of and commitment to diversity, inclusion & equality

 Willingness and ability to work shifts including evenings, weekends.

 Willingness to work flexibly in response to changing organisational requirements.