

Fundraising Lead Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent, or evidence of appropriate experience of working in the charitable/environmental/cultural/heritage sector. 	Professional qualification in fundraising.
Knowledge, skills and abilities	<ul style="list-style-type: none"> Good organisational skills and able to prioritise a varied workload with both short and long term timescales. Excellent written communication skills including the ability to proof-read effectively and write clearly and concisely including appropriate text for grant applications. Excellent verbal communication skills including the ability confidently to make speeches and presentations, and network with influential individuals. Excellent verbal reasoning skills to make sense of guidance for applicants from a variety of funding sources. Ability to organise complex information from varied sources to present a succinct and persuasive argument. Awareness of, and ability to deliver, a high standard of customer service to both colleagues and funders/supporters, including face to face. Able to proactively identify and act on funding opportunities, build and manage a funding pipeline. Able to build relationships and work with a diverse range of people. Able to work as part of a team and on own initiative. Spreadsheet and database skills. Knowledge of and ability to use fundraising customer relationship management system(s). 	<p>Knowledge of using digital technology in fundraising.</p> <p>Chartered Institute of Fundraising training and/or membership.</p>

	<ul style="list-style-type: none"> • Knowledge of current practice in charity/environmental/cultural/heritage fundraising and sources of funding. 	
Experience	<ul style="list-style-type: none"> • Experience of collating information and preparing proposals and reports. • Preparing effective written text for grant applications, marketing, or other publications. • Experience of developing and maintaining partnerships with key stakeholders, funders and partners. • Experience of advocacy, promoting an organisation and its values to range of audiences. • Fundraising from grant giving trusts or statutory sources and/or business sponsors and/or private individuals. Experience of securing grants and gifts in excess of £250,000 • Experience of prospect research and pipeline management 	<p>Experience of using fundraising customer relationship management system(s) Experience of working with a Friends' group, charity, or volunteering organisation.</p>
Special requirements	<ul style="list-style-type: none"> • Enthusiasm for the mission of Northern Roots and a flexible attitude to work. • Commitment to own personal and professional development and to undertake appropriate training and development activities as required. • Commitment to working in accordance with appropriate codes of ethics for fundraising for the charitable sector. • Able to do occasional evening and weekend work for which time in lieu is given. 	