

Person Specification

Fundraising Development Specialist:
Major Gifts and Sponsorship



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Proven experience of fundraising success in the following disciplines: major gifts and sponsorship.
2. Demonstrable track record in making successful face to face asks from high net worth individuals and businesses.
3. A thorough understanding of tax efficiencies relating to significant donations from individuals and corporate supporters.
4. Current knowledge of trends, legislation and best practice guidance in relation to major donor fundraising and sponsorship.
5. Broad knowledge of contemporary fundraising techniques and a genuine desire to innovate.
6. Ability to build and sustain effective relationships, engage with and influence a wide range of people internally and externally, particularly high net worth individuals.
7. Excellent interpersonal and written and verbal communication skills, together with a high level of numeracy.
8. Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.
9. Excellent IT skills, with experience of using MS Office, email, internet and fundraising software packages.
10. Ability to work within a target driven environment.
11. Evidence of professional development in fundraising through work experience, courses, conferences and/or formal qualifications.
12. Demonstrate an enthusiasm to develop a specialist career in fundraising and support the work of Tyne & Wear Archives & Museums.
13. Commitment to Equal Opportunities and anti-discriminatory practice.

Desirable

1. Experience of carrying out fundraising within an arts, museums or heritage environment.
2. Ability to use and develop CRM systems as a key tool in customer relationship management and the generation of income.
3. Full membership of the Institute of Fundraising.

Part B

The following criteria will be further explored at the interview stage:

1. Demonstrable track record in making face to face asks at the four or five figure level from high net worth individuals and companies.
2. Current knowledge of trends, legislation and best practice guidance in relation to major donor fundraising and sponsorship.
3. Ability to build and sustain effective relationships, engage with and influence a wide range of people internally and externally, particularly high net worth individuals.
4. Excellent written and verbal communication skills, together with a high level of numeracy.
5. Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.
6. Evidence of professional development in fundraising through work experience, courses, conferences and/or formal qualifications
7. Demonstrate an enthusiasm to develop a specialist career in fundraising and support the work of Tyne & Wear Archives & Museums.
8. Commitment to Equal Opportunities and anti-discriminatory practice.

Additional Requirements

1. The job role will require the post holder to work on occasional evenings / weekends.
2. The post holder will be required to travel in the North East region to work at a number of sites/locations and to travel nationally occasionally.

**Funding raised by
The National Lottery**
and awarded by the Heritage Lottery Fund

