

Person Specification

Fundraising Development Specialist:
Individual Giving and Membership



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:
individual giving and membership.
2. Demonstrable track record of fundraising from individuals through regular giving, membership schemes or legacy campaigns.
3. A thorough understanding of tax efficiencies relating to donations from individual givers and members.
4. Current knowledge of trends, legislation and best practice guidance in relation to lower or 'entry level' individual giving programmes, legacy and in memory giving and membership development.
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, particularly through the implementation of supporter journeys to ensure the smooth transition between acquisition and retention.
7. Excellent 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. Proven 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 of fundraising from individuals through regular giving, membership schemes and legacy campaigns.
2. Current knowledge of trends, legislation and best practice guidance in relation to lower or 'entry level individual giving programmes, legacy and in memory giving and membership development.
3. Ability to build and sustain effective relationships, engage with and influence a wide range of people, particularly through the implementation of supporter journeys to ensure the smoother transition between acquisition and retention.
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

