

## **Person Specification**

Fundraising Development Specialist:  
Trusts and Grants

### **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: trusts and grants.
2. Demonstrable track record of fundraising from grant-giving charitable trusts and public sector income streams, securing five figure donations.
3. A thorough understanding of techniques, processes and strategies to secure grants, including creative proposal writing combined with the ability to demonstrate clear outcomes and impact.
4. Current knowledge of trends, legislation and best practice guidance in relation to fundraising from trusts/foundations and statutory sources.
5. Ability to build and sustain effective relationships, engage with and influence a wide range of people, both internally and externally, including working with specialist staff to develop compelling bids.
6. Knowledge of contemporary fundraising techniques and a genuine desire to innovate.
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. 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 grant-giving charitable trusts and public sector income streams, securing five figure donations.
2. A thorough understanding of techniques, processes and strategies to secure grants, including creative proposal writing combined with the ability to demonstrate clear outcomes and impact.
3. Ability to build and sustain effective relationships, engage with and influence a wide range of people, both internally and externally.
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.