



Ataxia-Telangiectasia Society

Fundraising and Relationship Manager

Person Specification

Essential

1. Proven success in a fundraising, income generation or customer service environment.
2. Ability to think strategically and creatively about fundraising potential and to contribute to the strategic planning of the organisation as a whole.
3. Experience of securing funds from grant-making trusts through crafting persuasive written applications and nurturing relationships with key individuals.
4. Experience of achieving successful organisational objectives through working with volunteers, agencies and other 'arms-length' groups and individuals.
5. Experience drafting project budgets and managing fundraising budgets.
6. First-class writing and presentation skills, including preparation of fundraising materials, supporters' newsletters, copy for websites, donor reports, etc.
7. Excellent interpersonal skills and the ability quickly to build a rapport and working relationship with stakeholders at all levels.
8. Familiarity with the use of new communications and social networking media and the ability to set up new systems.
9. Strong IT skills, including proficiency in all aspects of Microsoft Office.
10. Experience of managing a database or CRM system effectively.
11. Experience of ensuring accurate and effective fundraising administration and of producing management reports.
12. Strong attention to detail and a highly organised approach to work.
13. Ability to manage concurrent deliverables and work under pressure on a daily basis.
14. Strong self-motivation and the ability to work on personal initiative as well as working effectively as part of a small team.
15. Sensitivity to the cause and to factors that may affect our supporters.

Desirable

1. Experience of planning, managing and organising events to raise the profile of and funds for the organisation.
2. Experience of work with major donors, building relationships, successfully asking for major gifts and retaining their support and interest.
3. Knowledge of the legislative environment within which we operate (Data Protection, Gift Aid etc.).
4. Eagerness to be aware of developments in the charity fundraising marketplace and to network with other fundraisers.