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| **Employee Specification – Senior Fundraiser (In Memory and Legacies)** |  |

St Gemma’s Hospice is an equal opportunities employer and endeavours to recruit the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability or any other factor irrelevant to the ability to do the job. Employees are required to follow the HR policies and procedures supporting recruitment and selection.

| **Attributes** | **Essential** | **Desirable** | **How identified**  **Interview = I**  **Application form = A** |
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| **Key skills, knowledge and competencies** |  |  |  |
| An ability to plan, schedule and prioritise a very diverse workload and assist others in doing the same. | X |  | A/I |
| Experience of delivering the highest quality supporter care and communications. | X |  | A/I |
| Well-developed inter-personal skills and the ability to empathise and interact with the bereaved and other supporters of the Hospice. | X |  | A/I |
| Experience of relationship management and/or fundraising | X |  | A/I |
| Excellent written and communication skills with the power to persuade, motivate and inspire whilst also delivering clear, concise messages. | X |  | A/I |
| Experience of working towards and achieving financial and/or time related targets | X |  | A/I |
| Ability to question business as usual ways of working and proactively suggest and implement improvements. | X |  | A/I |
| Excellent IT skills including proficient use of Microsoft office programmes | X |  | A/I |
| Management of staff and/or volunteers |  | X | A/I |
| Experience of In-Memory Fundraising |  | X | A/I |
| Experience and knowledge of a client/supporter database to input and analyse data and trends |  | X | A/I |
| Ability to drive and use of a car |  | X | A/I |