

## **Person Specifications – Fundraising Coordinator**

### **Person specification**

#### **Essential**

- At least two years' experience in fundraising in the not- or-profit sector or equivalent.
- Good track record of supporting donor engagement and journeys
- Experience of working towards funding and donor engagement targets and tracking progress
- Experience in coordinating and implementing regular giving plans
- Experience in developing and implementing stewardship plans for individual givers and major donors
- Experience in coordinating and implementing in-memory giving including tribute fund and dedications channels
- Excellent verbal and written communications and demonstrable experience of writing emails to a range of donors including formulating asks and 'thank you's with compassion, sensitivity and tact
- Ability and demonstrable experience of managing multiple projects and priorities with limited supervision
- Ability to work on own initiative and as part of a team, and willingness to 'pitch in' as required in a small organisation.
- Highly organised, self-motivated and happy and able to work proactively, efficiently and independently from home.
- Motivated to be successful and achieve targets.
- Proficient in using MS Office and CRM databases (experience with ETAP desirable)
- Experience of using email marketing software to deliver campaigns (knowledge of Constant Contact desirable)
- Available and willing to work flexibly some evenings and weekends, as required
- Willingness to travel to central London periodically for meetings (health situation permitting)

#### **Desirable**

- Knowledge and interest in breast cancer/cancer/health/environmental issues.
- Experience working with major donors and/or high network individuals
- Experience working with influencers and high profile patrons
- Experience and understanding of other income streams such as corporate development, legacies and trusts and foundations
- Educated to degree level or equivalent in relevant field
- Experience of using web content management systems (knowledge of WordPress)

#### **Attributes**

- Empathy with Breast Cancer UK's aims, values and objectives
- Have an affinity with environmental, health or cancer NGOs
- Strong team and collaborative worker
- Sound judgement and the ability to make effective decisions
- Hard-working and reliable
- Well organised and self motivated,
- Excellent and consistent attention to detail

- Able to work to tight timeframes
- Content to work from home on their own initiative with limited physical contact with team members.