

DYSPRAXIA FOUNDATION

PERSON SPECIFICATION

Post: Fundraising Coordinator
Hours: 27¹/₂ hours per week, Monday – Friday
Salary: £23,660 (pro rata)
Location: Based at Dyspraxia Foundation, 8 West Alley, Hitchin

Requirements of the role	Essential	Desirable
Proven experience and a recent track record of successful fundraising from Trusts, large Grant Givers, Community Fundraising and regular Donor Giving Schemes	x	
A good knowledge and understanding of the voluntary sector funding environment and available income streams.	x	
Membership of the Institute of Fundraising.		x
Proven ability to build, manage and develop stakeholder, client and donor relationships.	x	
Experience of using a wide range of social media platforms to proactively promote all fundraising activities.		x
Ability to effectively deliver presentations to a wide and varied audience.	x	
Knowledge of e-marking programmes (eg Mailchimp) and of charitable sites such as Justgiving.		x
Strong communication and interpersonal skills with the ability to clearly convey concepts and inspire others to contribute financially.	x	
Excellent written communication skills across a range of media and formats.	x	
Excellent time management skills with the ability to work on own initiative, prioritise own diverse workload and with the ability to work to a schedule of deliverables.	x	

The ability to work effectively as part of a team and build supportive working relationships.	x	
A high standard of general education including GSCE in English and Maths (grade C or above).	x	
Excellent IT skills including majority of the following: Word, Excel, Outlook, Database entry and Social Media experience.	x	
A willingness to work flexibly and proactively and respond to the emerging needs of the charity and our supporters. This will include additional hours where required and with reasonable notice.	x	
Accuracy and attention to detail	x	
A creative thinker and effective problem solver	x	
A strong commitment and enthusiasm to support the work of the Dyspraxia Foundation and contribute to its development.	x	