# DYSPRAXIA FOUNDATION

## PERSON SPECIFICATION

**Post:** Fundraising Coordinator  
**Hours:** 35 hours per week, Monday – Friday  
**Salary:** Up to £25,000  
**Type of post:** Fixed Term for 24 months (potential for extension)  
**Location:** Based at Dyspraxia Foundation, 8 West Alley, Hitchin

<table>
<thead>
<tr>
<th>Requirements of the role</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Proven experience and a recent track record of successful fundraising from Trusts, large Grant Givers, Community and Corporate Fundraising and regular Individual Giving Schemes</td>
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<td>A good knowledge and understanding of the voluntary sector funding environment and available income streams</td>
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<td>Membership of the Institute of Fundraising</td>
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<td>The ability to inspire, engage and connect people to our cause, thus building, managing and developing excellent stakeholder, client and donor relationships</td>
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<td>Experience of using a wide range of social media platforms to raise awareness and proactively promote fundraising activities</td>
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<td>Experience of using and regularly updating a fundraising database</td>
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<td>Ability to effectively deliver presentations to a wide and varied audience.</td>
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<td>Knowledge of e-marketing platforms such as Mailchimp and online donation platforms such as JustGiving</td>
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<td>Strong communication skills; listening, written and verbal with the ability to clearly convey concepts and inspire others to contribute financially</td>
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<td>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</td>
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<td>Deliverables</td>
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<td>The ability to work effectively as part of a team and build supportive working relationships</td>
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<td>A high standard of general education</td>
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<td>Excellent IT skills including majority of the following: Word, Excel, Outlook, database entry and experience using social media</td>
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<td>A willingness to work flexibly and proactively and respond to the emerging needs of the charity and our supporters, including additional hours where required and with reasonable notice.</td>
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<td>Accuracy and attention to detail</td>
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<td>A creative thinker and effective problem solver</td>
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<td>A strong commitment and enthusiasm to support the work of the Dyspraxia Foundation and contribute to its development</td>
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