

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

Requirements of the role	Essential	Desirable
Proven experience and a recent track record of successful fundraising from Trusts, large Grant Givers, Community and Corporate Fundraising and regular Individual 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
The ability to inspire, engage and connect people to our cause, thus building, managing and developing excellent stakeholder, client and donor relationships	x	
Experience of using a wide range of social media platforms to raise awareness and proactively promote fundraising activities		x
Experience of using and regularly updating a fundraising database		x
Ability to effectively deliver presentations to a wide and varied audience.	x	
Knowledge of e-marketing platforms such as Mailchimp and online donation platforms such as JustGiving		x
Strong communication skills; listening, written and verbal with the ability to clearly convey concepts and inspire others to contribute financially	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	x	

of deliverables		
The ability to work effectively as part of a team and build supportive working relationships	x	
A high standard of general education	x	
Excellent IT skills including majority of the following: Word, Excel, Outlook, database entry and experience using social media	x	
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.	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	