

# Communications and Events Fundraising Officer

## Personal specification

### Qualifications

- Educated to degree level or equivalent.
- Full driving license.
- High level of numeracy.
- High level of literacy.
- High level of computer literacy, specifically relating to Microsoft Office packages and database/CRM systems.

### Experience

- At least two years' experience of working in a communications and fundraising role and a clear ability to demonstrate a good understanding of each function's core principles.
- Knowledge and experience of developing and delivering marketing campaigns and project plans.
- Knowledge and experience of developing and delivering all phases of a fundraising event to maximise income.
- A proven track record in recruiting supporters and enhancing participation.
- Experience of cultivating, motivating and managing volunteers.
- Adept at creating excellent written and verbal communication for a range of audiences across various platforms.
- A developed news sense and experience of working with the media.
- Proven track record in securing funding or meeting targets.
- Experience of working as part of a team.
- Knowledge and experience of website development.
- Experience of database management.
- Experience of using and developing different social media solutions to drive engagement and event sign up.
- Experience of sourcing and compiling case studies and dealing with sensitive issues with tact, discretion and integrity.
- Technical skills and experience of using content management systems.
- Experience of managing relationships with a range of stakeholders.

### Skills and personal qualities

- Excellent oral and written communications skills.
- Excellent interpersonal skills and relationship development abilities.
- Commitment to maintaining a high standard of work alongside an ability to meet tight deadlines and juggle a range of projects.
- Evaluation and benchmarking skills to inform planning and activity.
- Strong organisational skills and attention to detail.
- Good IT skills
- Ability to work flexibly and proactively and maintain a "can-do" attitude.
- Ability to work independently as well as collaboratively as part of a small team.
- An ability to speak Welsh is desirable though not essential.
- A willingness to model and promote the organisation's values and behaviours.
- A keen interest in keeping abreast of developments across the third sector and, where relevant, using that knowledge to suggest new and innovative ways of working within your own role.