

PERSON SPECIFICATION

Events Organiser & Fundraising Executive

1

Skills & Abilities

We are looking for someone who can **demonstrate** the following:

		Essential	Desirable
1.1	That they are capable of working with a high degree of details and accuracy	X	
1.2	An ability to accept delegated responsibility and make routine decisions on own initiative	X	
1.3	An ability to self-manage designated projects.	X	
1.4	Ability to proactively develop constructive relationships with donors leading to their long term support.	X	
1.5	A diplomatic and pleasant telephone manner with the ability to handling sensitive personal information tactfully.	X	
1.6	Strong and appropriate communication skills in both formal and informal settings.	X	
1.7	Ability to make direct approaches to potential donors and positively deal with any possible negative response.	X	
1.8	Creativity in the design of promotional material	X	
1.9	An ability to work with people at all levels and in all departments.	X	
1.10	Ability to work with figures and money	X	
1.11	Competent letter writing skills.	X	

2

Experience

We are looking for someone who can **demonstrate** experience of:

2.1	Achieving agreed revenue objectives within an agreed period of time.	X	
2.2	Event management in the commercial or voluntary sector.	X	
2.3	Public speaking and/or making presentations.		X
2.4	Making direct approaches to donors, customers or clients.	X	
2.5	Working successfully as part of a busy team (sales, fundraising and/or events).		X
2.6	Providing a high level of organisational and administrative support.	X	
2.7	Working comfortably under pressure and meeting deadlines.	X	
2.8	Ability to persuade and influence prospective donors to support our work.	X	

Essential	Desirable
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3 Special Knowledge

We are looking for someone who can **demonstrate:**

- 3.1 Advanced skills in MS Windows including Word and Publisher
- 3.2 Intermediate Excel skills
- 3.3 Knowledge of the Progressive or wider Jewish community
- 3.4 Experience of the Voluntary sector
- 3.5 An interest in learning

X	
X	
	X
	X
	X

4 Personal Qualities

We would like someone who can **show:**

- 4.1 A calm, confident, supportive and friendly manner
- 4.2 Willingness and availability to work on occasional evenings and weekends (normally to attend events)
- 4.3 Willingness to develop and learn new skills as the work requires
- 4.4 Flexible to meet the ever changing needs of the Organisation
- 4.5 A natural warmth and understanding

X	
X	
X	
X	
X	

Selection will be made according to how closely your application matches the requirements of this specification.