

EMPLOYEE SPECIFICATION

POST:

**Senior Fundraising Manager – Community & In Memory
(12 Month Maternity Cover)**

A = Application

I = Interview

P = Presentation

St Luke's Hospice is an Equal Opportunities employer and promotes equality of access to employment. St Luke's Hospice employees are required to follow the specific HR Policies supporting recruitment & selection.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE			
Experience of working to and achieving sales targets	✓		A,I
Experience in relationship development and stewardship	✓		A,I
Experience of working with volunteers		✓	A,I
At least 2 years experience of fundraising ideally in one of the following disciplines: Community or In Memory fundraising	✓		A,I
Experience of working with bereaved families		✓	A,I
Voluntary sector experience		✓	
Line Management Experience		✓	A,I,P
KNOWLEDGE	✓		A,I
Understanding of fundraising techniques that specifically relate to In Memory fundraising	✓		A,I
Understanding of planning, project delivery and evaluation	✓		A,I
Understanding of financial forecasting and developing budgets	✓		A,I
Awareness of legal issues and requirements relating to community fundraising			

Knowledge of Sheffield and the local area		✓	A
QUALIFICATIONS/TRAINING	✓		A
A level educated or equivalent qualifications/level of experience			
Fundraising qualification, such as certificate of fundraising held		✓	A,I,P
	✓		A,I,P
SKILLS/ABILITIES			
Strong presentation / public speaking skills	✓		A,I,P
Excellent interpersonal and verbal communications skills	✓		A,I
Strong written skills	✓		A,I,P
Excellent relationship building skills at all levels	✓		A,I
Personable with ability to motivate, persuade and influence people at all levels	✓		A,I
Highly organised with ability to prioritise own workload and meet deadlines	✓		A,I
Proficient in use of information systems and IT	✓		A,I
Problem solving ability	✓		
Ability to maintain high quality standards			A,I
			A,I
PERSONAL ATTRIBUTES			A,I
Committed to high level of achievement	✓		A,I,P
Proactive, enthusiastic and outgoing	✓		A,I
Good use of initiative and common sense	✓		A,I
Supports the ethos of hospice care	✓		A,I
High degree of attention to detail	✓		A,I

Flexibility – willing to meet the demands of role. Evening and weekend work will be expected and required	✓		A
Full driving licence and access to own car	✓		