

Person Specification

Fundraising

	Essential	Desirable
Experience	Recent, relevant experience in a similar role	Experience of working in a fundraising organisation
	An awareness of fundraising principles, methods and procedures	
	A proven track record of effective donor stewardship	
	Building effective and sustainable relationships	
	Handling money	
	Working to performance targets (including financial targets)	
	Recruiting and working with volunteers	Managing fundraising groups e.g. Rotary Clubs
Knowledge and Understanding	Awareness of mental ill-health and recovery	Understanding of mental ill-health and recovery
	Knowledge of Gift Aid processes	Local knowledge of the Doncaster area
	Knowledge of fundraising administration	Appreciation for an individual's motivation for fundraising
	Knowledge of GDPR Regulations and the Fundraising Code of Practice	

Skills and Abilities	Excellent verbal and written communication skills	
	Proficiency in software packages including: MS outlook, Word, Excel, PowerPoint	
	Able to work deadlines and deliver high quality support to donors at all levels	
	Organisation and time management skills	
	Represent Doncaster Mind`s Values at external events	
Personal Attributes	Flexible approach to working hours	
	Able to work both as part of a team and independently	
	Pro-active, creative and able to work on own initiative	
	Commitment to ethical fundraising	
	Non-judgemental approach to people	
	A commitment to equal opportunities	