**JOB DETAILS:**

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| Job Title: Corporate & Commercial Fundraising Officer | Department: Fundraising  | Location: Head Office |
| Status: Permanent | Hours: As per contract | Reporting to: Senior Head of Corporate Partnerships and Events |

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|  Factor  | Essential Competency | Desirable Competency |
| QualificationsLevel of educationProfessional and post basic qualifications | * Very good level of numeracy and written and spoken English
* A willingness to attend any appropriate training courses and workshops to further knowledge and capability
 | * Member of Institute of Fundraising/CIM
* Degree or A Levels
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| ExperienceLength, type and level of job related work experience | * A minimum of at least 3 years work within a fundraising/business development environment
* The ability to develop and maintain effective working relationships at a range of levels and across multiple functions with a variety of internal and external stakeholders.
* Good research skills. Computer literate with excellent working knowledge of Microsoft Office packages. (Word, Excel, PowerPoint, Outlook).
* Competence of IT and of using and maintaining databases
* New business generation
 | * Experience of corporate fundraising/new business generation
* Networking
* Presentations to groups
* Experience of working with Raiser’s Edge
* Military experience
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| Skills/KnowledgeRange and level of skillsDepth and extent of knowledge | * Excellent communications skills, both written and oral, and able to communicate with a wide range of people.
* Professional target driven approach
* Understanding of good customer care, with a friendly & enthusiastic approach
* Able to gather and interpret information
* Financially and numerically literate
* Strong accuracy and attention to detail
 | * Effective presentation skills
* Confident speaking to groups
* Confident in speaking with Senior Executives
* Negotiation skills
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| Personal AttributesThe personal qualities required for e.g. exercising initiative, organising, problem solving | * Excellent relationship management skills
* Experienced in working on own initiative and prioritise workload; ability to work to tight deadlines
* Proven ability to communicate effectively, accurately and creatively
* Ability to work effectively individually and as part of a team.
* Excellent English verbal and written communication skills
 | * Empathy with the work of Combat Stress
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| Other Requirements | * Satisfactory Disclosure and Barring Service (DBS) check
* Clean UK driving license
* Valid EU passport/ Right to work in the UK documentation
* Willingness to assist in external fundraising events (some evening and weekend work)
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