**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 |
| Qualifications  Level of education  Professional 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 |
| Experience  Length, 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 |
| Skills/Knowledge  Range and level of skills  Depth 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 |
| Personal Attributes  The 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 |
| 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) |  |