

**PERSON SPECIFICATION**  
 (Supporting the Policy on Equal Opportunities in Employment)



**SENIOR MAJOR GIFTS OFFICER DETAILS**

**Department:** Fundraising

**Status:** As per contract

**Reporting to:** Head of Major Gifts

**Location:** Head Office / Hybrid

**Hours:** As per contract

**Band:** 6

FACTOR	ESSENTIAL	DESIRABLE
<p><b>Qualifications &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Numerate and literate, with good standard of education</li> <li>• Proven success in raising five figure gifts from Major Donors</li> <li>• Proven experience of managing donor engagement and cultivation strategies</li> <li>• Experience of managing a portfolio of supporters</li> <li>• Experience of dealing with high net worth individuals face to face, in writing and by telephone</li> <li>• Experience of analysing information logically and systematically, from a wide range of sources, especially from online media and databases</li> <li>• Experience of budgeting and financial management</li> <li>• Proven experience of being able to plan and organise own workload</li> <li>• Experience of working with senior colleagues and volunteers (i.e. Committee Members and Trustees).</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Membership of the Institute of Fundraising</li> <li>• Experience of managing a membership programme</li> </ul>

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<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to manage and develop relationships with donors</li><li>• To have a very clear understanding of the Data Protection Act and GDPR, and the implications for prospect research and fundraising</li><li>• Excellent communication skills (verbal and written)</li><li>• Good project management and organisational skills</li><li>• Excellent interpersonal skills and networking skills (influencing and diplomacy)</li><li>• Ability to identify and maximise funding opportunities</li><li>• Ability to analyse financial information and present it in an accessible format</li><li>• Excellent knowledge of CRM systems, especially regarding updating records and integrating data</li></ul>	<ul style="list-style-type: none"><li>• Experience of using NXT or Raiser's Edge</li></ul>
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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Able to represent Combat Stress both internally and externally</li><li>• Professional, proactive, ambitious, creative, self-motivated and target driven</li><li>• Able to show empathy for veterans with mental health problems</li><li>• Trustworthy, patient and a good relationship builder</li><li>• Enjoys working as part of a team but is able to work on own initiative</li><li>• Able to stay calm and positive under pressure.</li><li>• Excellent problem-solving skills, and able to form sound decisions based on one's judgment skills.</li><li>• Excellent attention to detail.</li><li>• Excellent knowledge of current affairs.</li><li>• Excellent working knowledge of MS Office applications, fundraising databases and the internet.</li><li>• Empathy with the work of Combat Stress.</li><li>• Ability to articulate the case for supporting Combat Stress when speaking with and writing to high net worth individuals.</li><li>• Assumes individual responsibility and autonomy for the role</li><li>• An understanding of equal opportunities and cultural diversity issues</li></ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Satisfactory DBS check</li></ul>	