

Fundraising Manager Person Specification

	Essential/Desirable Criteria
Qualifications & Experience	
To have a degree and/or professional qualification in management or the equivalent skills/experience	Essential
Experience of working in a demanding busy role, undertaking multiple tasks at any given time.	Essential
Three years experience of researching, collating, preparing and submitting multiple grant-making Trust and Foundation funding applications	Essential
Experience of developing and maintaining key relationships with funders and funding bodies over a sustained period of time	Essential
To have experience of working in the voluntary sector.	Desirable
Skills, Knowledge and Abilities	
Excellent communication skills, both verbal and written	Essential
Proven ability to manage budgets, time and resources effectively	Essential
Able to plan, prioritise and schedule activities, and monitor activities and outcomes	Essential
Excellent interpersonal skills	Essential
Able to act on own initiative and to work effectively under own direction	Essential
Able to build networks and alliances, engage in cross-functional activities	Essential
Well developed written, verbal and presentational communication skills	Essential
Able to use IT systems competently and to produce correspondence, reports and statistical records	Essential
Knowledge	
Knowledge of the different Open Road services and projects and how this relates to our service users	Essential
A broad knowledge of related cultural / social needs of services users	Desirable
Other	
To be willing to undertake training and continuing professional development.	Essential
To demonstrate commitment to the principles of equality and diversity.	Essential
To be able to demonstrate willingness to work within Open Road's policies and procedures	Essential
Demonstrate commitment to equality, diversity, inclusion and the values of Open Road	Essential
To be able to respond flexibly to the demands of the post including working evenings and weekends if required	Essential
To be able to demonstrate understanding of Health & Safety	Desirable