



**Talbot Heath**  
*Independent School for Girls aged 3-18*  
HONOUR BEFORE HONOURS

## Person Specification – Development Director

### Qualifications / Attainment

Educated to degree level standard or equivalent professional qualification	Essential
CFRE certified or equivalent recognised qualification	Desirable

### Skills and abilities

Computer literate (MS Office)	Essential
Ability to plan and deliver projects within budgets and on time	Essential
Strong organisational skills	Essential
Ability to use initiative appropriately	Essential
Excellent oral and written communication skills	Essential
Strong interpersonal skills	Essential

### Experience and knowledge

Proven record in face-to-face fundraising	Essential
Specialist knowledge of fundraising	Essential
Experience of strategic planning and the ability to implement those plans	Essential
An understanding of, and an empathy with, the independent schools sector	Essential
A level of experience with regard to the legislation governing fundraising	Essential
Experience of working in independent schools and/or charitable organisations	Desirable
Knowledge of databases	Desirable
Experience of managing staff	Desirable

### Attitude/approach

High professional with an approachable attitude	Essential
Energetic and enthusiastic	Essential
Attentive to detail	Essential
Resourceful	Essential
Self-motivated and able to work under own direction	Essential
Reliable in maintaining confidentiality	Essential
Flexible	Essential
Willingness to work hard and attend, where necessary, commitments outside normal office hours	Essential
A sense of humour	Essential
Ability to work in a team environment	Essential