

**PERSONAL SPECIFICATION**

**Candidates must have:**

* Proven track record in raising private funds and target delivery
* Commitment to the ethos and goals of schools
* Minimum 3 year's fundraising experience covering wide mix of income streams, especially events, grants and corporate fundraising
* Good understanding of what motivates supporters to give
* Well organised and self-motivated
* Team player who knows how to work well with others
* Experience managing PR for fundraising purposes
* Excellent verbal and written communication skills
* Excellent working experience of G Suite
* Excellent organisational skills

**Candidates will need to show evidence of the following:**

* Experience with secondary education
* Experience of working with a complex relational fundraising database and of running reports
* Motivation and direct support of volunteers
* Ability to instil enthusiasm for and understanding of fundraising in academic and programme staff
* Ability to work effectively with non-executive directors, providing appropriate reports, analyses, and guidance
* Rigorous analytical skills and continual drive for improvement
* Highly numerate: able to control income and expenditure budgets and analyse fundraising performance
* Creativity
* Tenacity
* Tact
* Flexibility
* Self-motivation and enthusiasm

**Candidates must be able to:**

* Prioritise and manage their time
* Work as part of a team
* Remain calm under pressure and respond flexibly to changing demands
* Be flexible about hours
* Establish good relations with students, staff and parents
* Adhere to school policies
* Respect confidentiality