



Job Title:

Fundraising Executive (Community Funding and Small Grants)

Dept.:

Fundraising

	Essential/Desirable	Evidence
A: EDUCATION QUALIFICATIONS AND TRAINING Level of education, specific qualifications, specialised training, training requirements for the job)	Essential - GCSEs (Level 4/C - Maths and English) equivalent qualifications or relevant experience which demonstrates equivalent academic skills. Desirable - Fundraising qualification	Application Form Certificates
B: EXPERIENCE (Length, type and level of work-related experience)	Essential - Experience of writing grant and funding applications. - Experience of coordinating tasks, people and activities. - Experience of working in multidisciplinary teams and with a range of stakeholders. - Experience of building and maintaining successful relationships with customers, clients and/or supporters. - Experience of working in a customer/supporter-facing role. - Experience of general office administration. - Experience of working to and achieving financial targets. - Experience of communicating with a wide range of audiences. - Experience of working/volunteering in a fundraising environment. - Experience of working with volunteers and/or supporters.	Application Form Interview
C: SKILLS KNOWLEDGE ABILITIES	Essential	Application Form Interview



(Range and level of skills, depth of knowledge required for the job)	• Knowledge of what motivates people to give to charity and how to support them to achieve a common end goal. • Good communication skills, both verbal and written. • Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadline. • Proficient IT skills including MS Office. • Ability to motivate others. • Able to act as an ambassador for the overall work of the charity. • Able to work flexibly, sometimes outside of normal office hours. • Good numeracy and literacy skills.	References CPD
D: APTITUDES AND ATTRIBUTES (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)	Essential • People person who understands customer/supporter care. • Reliability and commitment. • Honesty and integrity. • Self-motivated and enthusiastic. • Punctual. • Autonomous working. • High professional standards. • Attention to detail. • Passion and empathy for the cause.	Application form Interview References
E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)	Essential • Full driving licence with no endorsements or acceptable endorsements. • Car owner/driver. • Undertake full DBS/immigration verification checks in line with MAAC policy and procedures.	Application form Interview Reference
F: PERSONAL QUALITIES AND VALUES	• RECEPTIVE - We define success as continuous improvement and aim for excellence in our lifesaving services and community projects	Application form Interview Reference



- **RESPECTFUL** - we are a community-based organisation with a '**one team**' culture that embraces and encourages **honesty**.
- **RESPONSIBLE** - we aim to create the best possible **future for everyone** and strive to place **sustainability** at the heart of everything we do.
- **RELEVANT** - we are open to new ideas and ways of working, across our clinical and charity operations, providing total transparency to all stakeholders.
- **RECOGNITION** - we **value our relationships** - with staff, supporters and the wider communities we serve - **working together** to achieve the best possible patient outcome.

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties