

EMPLOYEE SPECIFICATION

Directorate: Customer Services		Section: Cultural Services
Post No: COMU01021	Designation: Partnerships and Development Officer	Grade: 9

Qualifications:

- E Degree or equivalent, preferably in an arts or humanities subject, or evidence of appropriate experience of working in the cultural or heritage sector.
- D Professional qualification in fundraising.

Knowledge/Skills/Abilities:

- E Good organisational skills including administrative ability and skills to prioritise a varied workload with both short and long term timescales
- E Excellent written communication skills including the ability to proof-read effectively.
- E Ability to write clearly and concisely including appropriate text for grant applications.
- E Ability to understand and respond to funder reporting needs and work with colleagues to meet these
- E Excellent verbal reasoning skills to make sense of guidance for applicants from a variety of funding sources
- E Ability to organise complex information from varied sources to present a succinct and persuasive argument
- E Awareness of, and ability to deliver, a high standard of customer service to both colleagues and funders/supporters, including face to face
- E Able to proactively identify and act on funding opportunities
- E Able to build relationships and work with a diverse range of people
- E Able to work as part of a team and on own initiative
- E Spreadsheet and database skills
- E Knowledge of and ability to use fundraising customer relationship management system(s)
- E Knowledge of current practice in cultural/heritage fundraising and sources of funding
- D Social media skills
- D Knowledge of using digital technology in fundraising
- D Chartered Institute of Fundraising training and/or membership

Experience:

- E Experience of collating information and preparing proposals and reports
- E Preparing effective written text for grant applications, marketing, or other publications.
- E Experience of developing and maintaining partnerships with key stakeholders, funders and Partners
- E Experience of advocacy, promoting an organisation and its values to range of audiences.
- E Fundraising from grant giving trusts or statutory sources and/or business sponsors and/or private individuals
- D Experience of prospect research
- D Experience of using fundraising customer relationship management system(s)
- D Experience of working with a Friends' group, charity, or volunteering organisation

Special Requirements:

- E Enthusiasm for the work of the cultural sector
- E Commitment to own personal and professional development and to undertake appropriate training and development activities as required.
- E A commitment to embedding community empowerment principles in the working practices and organisational culture at the Harris.
- E Commitment to working in accordance with appropriate codes of ethics for fundraising,

marketing, museums, and libraries

E Positive attitude to Equal Opportunities in service development

E Able to do occasional evening and weekend work for which time in lieu is given

NB E Essential
D Desirable

Date Produced: May 2023