

Person Specification

Community Fundraiser (Cork)		Date Updated. January 2019
	Essential Criteria	Desirable Criteria
Qualifications and Experience	<p>Minimum 2 years' experience in a similar fundraising, marketing or communications role</p> <p>Educated to degree level in a relevant field, such as marketing, communications or business. Equivalent business experience will be considered.</p> <p>Full, clean driving licence & access to own car.</p> <p>Experienced in in MS Excel and Word.</p>	<p>Fundraising Certificate or formal training desirable</p> <p>Experience in an event management role highly desirable.</p> <p>Experience of CRM management (Salesforce or other) desirable.</p> <p>Experience of the various social media platforms desirable.</p>
Organisational and Professional Knowledge	Knowledge of the Irish fundraising landscape and the not-for-profit sector.	Knowledge of Data protection regulations and guidelines
Core Competencies	<p>The post holder will demonstrate an ability to:</p> <ul style="list-style-type: none"> Positively communicate at all levels within the organisation and with all stakeholders, such as donors, event holders, companies and suppliers Demonstrate competency in written and verbal communication skills. 	

	<ul style="list-style-type: none"> • Ensure very high standards and quality at all times in their work • Manage and coordinate activities independently where needed, such as fundraising events, activities and campaigns for the region. 	
Special Aptitudes	<p>Event management skills and experience.</p> <p>Ability to pitch and present to potential corporate and individual donors in a confident manner, past experience desirable</p>	Excellent communication and relationship building skills