## Person Specification – Fundraising Manager (Trusts and Foundations)

### Qualifications, experience and background

**Essential**
- Educated to degree level or equivalent
- Significant fundraising experience
- Demonstrable experience of successful Trust and Foundation applications
- Experience of building productive relationships with individuals and volunteers
- Experience of donor stewardship and cultivation
- Experience implementing a direct mailing campaign
- Experience of face to face fundraising

**Desirable**
- Completion of the CASE Spring Institute for Educational Fundraising
- Experience of working in an HE environment, particularly collegiate Cambridge / Oxford

### Specific knowledge/skills (technical)

**Essential**
- Excellent communication skills, both written and verbal, to deliver fundraising ideas and project updates to a range of audiences in a clear, confident and inspiring way
- Good all-round IT skills, with particular experience of relational databases
- Experience managing and manipulating database or gift processing systems
- Knowledge of fundraising best practice
- Ability to understand and comply with data protection and other relevant legislation, within the context of mass fundraising

**Desirable**
- Raiser’s Edge experience would be an advantage
- Ability to understand and explain tax-efficient gifts
- Ability to use InDesign design software to produce attractive paper publications
- Experience of working within the context of a major fundraising campaign

### Personal attributes

**Essential**
- Empathy with the aims, goals and values of the Oxbridge collegiate system, and a commitment to support the delivery of these
- Target driven
- Able to work calmly under pressure, to manage several projects at any one time, to prioritise work and meet tight deadlines
- Strong organisational skills and a high level of attention to detail.
- Able to understand and articulate the aims and needs of the College
- Well organised, conscientious, and able to work on own initiative
- Positive and sociable outlook, with a confident personal manner and the ability to put others at ease.
- Diplomatic and discrete, and able maintain confidentiality at all times
- Flexible attitude to work (the post requires regular out-of-hours working and travel)
- Intercultural competence

### Team and management skills

**Essential**
- Ability to work productively and flexibly as part of a small team
- Experience of working with senior college members and high net worth individuals