

**PERSON SPECIFICATION**  
(Supporting the Policy on Equal Opportunities in Employment)

**JOB DETAILS**

**Job Title:** Head of Major Gifts  
**Status:** Permanent - Hybrid

**Department:** Fundraising  
**Hours:** 37.5 per week

**Location:** Head Office, Leatherhead, Surrey  
**Reporting to:** Director of Fundraising

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Member of the Institute of Fundraising</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Previous charity major gifts experience (at least 5 years) with a demonstrable track record of success</li> <li>Experience of working with major donors and dealing direct with very senior volunteers</li> <li>Experience of producing and successfully implementing a strategic plan</li> <li>Experience of managing a team of staff, of recruiting new staff and of working with volunteer leadership</li> <li>Line management experience</li> </ul>	<ul style="list-style-type: none"> <li>Database management experience</li> <li>Experience of both revenue and capital appeal fundraising</li> <li>Experience of event management</li> </ul>
<b>Skills/Knowledge</b> Range and level of skills Depth and extent of knowledge	<ul style="list-style-type: none"> <li>Target oriented</li> <li>Excellent analytical skills</li> <li>Excellent written communication skills</li> <li>Excellent interpersonal skills</li> <li>Excellent negotiating skills</li> <li>Excellent presentation and public speaking skills</li> <li>Excellent IT skills, including Excel, Word, Outlook</li> <li>Time planning and management skills to be able to work under pressure and to deadlines</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Budget management skills</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Ability to plan and manage resources effectively</li> <li>• Ability to manage a varied workload and take initiative</li> <li>• Excellent donor/customer relationship skills</li> </ul>	
<p><b>Personal Attributes</b> The personal qualities required for e.g. exercising initiative, organising, problem solving</p>	<ul style="list-style-type: none"> <li>• Ability to form good working relationships with others in a multidisciplinary setting.</li> <li>• Ability to teach and train others, using a variety of multi-media materials suitable for presentations within public, professional and academic settings.</li> <li>• Self motivated</li> <li>• Works to deadlines</li> <li>• Supportive to colleagues of all disciplines</li> <li>• Flexible approach to work</li> <li>• Conscientious and understanding of accountability</li> <li>• Smart appearance and professional manner</li> <li>• Committed to personal and professional development</li> <li>• Motivated to maintaining high standards in a changing service</li> <li>• Ability to work within teams and to provide leadership as well as working independently as required</li> <li>• Resilience</li> <li>• Committed to ongoing personal development and training</li> <li>• At ease when dealing with key influencers and high net-worth individuals</li> </ul>	
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Enhanced CRB/ Disclosure Scotland</li> </ul>	