

Fundraiser/Bid Co-ordinator Person Specification

Experience:

- Successfully raising income for core and project funding through statutory sector, charitable trusts and foundations, lottery and corporate sector.
- Working with colleagues to develop complex funding bids and tenders and to provide feedback to funders on progress of ARC's activities.
- Building productive relationships with a range of bodies including current and prospective funders, voluntary and community organisations.

Knowledge:

- An understanding of the voluntary and community sector including the role played by infrastructure organisations.
- An understanding of current issues in the learning disability sector and of barriers to inclusion faced by people with learning disabilities.
- An understanding of the role of regional, national and European government in supporting the learning disability sector and voluntary and community sectors.

Skills:

- Excellent written communication skills, including bid and report writing, and the ability to convey complex information in an appropriate format and tone.
- Excellent verbal communication skills with ability to confidently present ARC's work and funding needs to a range of audiences.
- Good research skills – proven ability to identify appropriate funding opportunities and relevant information/statistics etc to support bid writing.
- Strong influencing, persuading and negotiating skills coupled with good interpersonal skills.
- Ability to develop an understanding of government policies relating to the learning disability sector and voluntary and community sectors.
- Numerate, with ability to develop budgets for bids and to communicate financial information to colleagues, ARC's Council and external contacts.
- ICT – proven use of word-processing, spreadsheets, databases, internet and e-mail to support effective fundraising activity.
- Self-motivated: proven ability to manage heavy workloads and meet deadlines and targets often under pressure.
- Self-supporting: proven ability to establish and maintain effective electronic and paper-based administrative systems and procedures to support fundraising, relationship building and reporting, and to meet external and internal monitoring and evaluation requirements.

Other:

- Commitment to implementing ARC's equalities and diversity policies.