

Personnel Specification – Fundraising and Development Officer

	Essential	Desirable
<b>Education and Career</b>	Suitably qualified with a proven track record of 3 years or more working in Fundraising and Development.	Relevant experience of working in the international development sector.
<b>Experience</b>	<p>Have a minimum of 3 years experience in a fundraising specific role.</p> <p>Significant experience of procuring funding from Trusts &amp; Foundations.</p> <p>Experience of managing donors, keeping them informed and involved as appropriate.</p> <p>Knowledge and experience of developing a fundraising strategy incorporating a diverse range of sources of income.</p> <p>Experience in volunteer recruitment and management.</p> <p>Responsibility/Budgetary control and financial management.</p> <p>Experience in marketing and the use of online media platforms including websites and social media including Facebook, Twitter and Instagram.</p>	<p>5 years experience.</p> <p>Event management experience.</p>
<b>Skills and abilities</b>	<p>Track record of working on own initiative, balancing priorities, meeting tight deadlines, and working under pressure.</p> <p>Excellent written, interpersonal and communication skills.</p>	<p>Enthusiasm to work with partners in Madagascar.</p>

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	<p>Effective, well-honed public speaking and presentation skills.</p> <p>Good level of IT competency and general literacy.</p> <p>Organised approach, with meticulous attention to detail.</p>	<p>Media experience.</p>
<p><b>Personal qualities</b></p>	<p>A commitment to the Adsum Foundation vision, mission, and values.</p> <p>Flexible, strong, and dynamic team player.</p> <p>Influential networker.</p> <p>Personable, reliable, and trustworthy.</p>	<p>Strong natural desire to be involved in positive international development with, or interested in developing, a strong knowledge and appreciation of Madagascar.</p>
<p><b>Circumstances</b></p>	<p>Hold a full and valid UK driving licence with access to a car which is insured for business use. (This criterion is waived for candidates unable to meet it due to disability, but they must have access to a mode of transport that allows them to fulfil the duties of the role).</p> <p>Willingness to travel if required.</p> <p>Eagerness to undertake training required for the post.</p> <p>Subject to Access NI enhanced clearance.</p>	