

# Development Officer

# Person Specification

## Essential

* A successful track record of fundraising and achieving agreed financial targets
* Demonstrable experience of successfully raising funds from Trusts and Foundations
* Strong administrative and time management skills
* Excellent bid writing skills and written English
* Ability to deliver complex briefs and work efficiently to deadlines and budgets
* Excellent .IT. skills with a working knowledge of Microsoft Office and Excel
* Ability to deal tactfully with sensitive information and work diplomatically with a wide range of people
* Excellent communicator, with a positive and persuasive approach
* Ability to work both on own initiative and collaboratively
* Ability to handle multiple priorities
* Willing to work flexible hours including weekends and evenings

## Desirable

* Experience of working in an arts environment
* Experience of devising and implementing public fundraising campaigns
* Experience of building and maintaining relationships with corporate partners
* Full clean driving licence