



HIV & AIDS – sharing knowledge, changing lives

Person specification: Fundraising and Development Manager

The following are essential for the post:

Skills and knowledge

1. Proven track record securing five- and six-figure sums from trusts and foundations or corporate sources
2. Ability to lead and work with colleagues on the planning, development, and delivery of restricted funding
3. Excellent written and verbal communication skills
4. Demonstrable experience in developing funding proposals with the ability to think creatively, and to summarise and select key information
5. Excellent research and analytical skills
6. Strong numeracy skills, including the ability to plan and manage budgets
7. Excellent attention to detail and a meticulous approach, including working to deadlines
8. Confident use of MS Office software (i.e Word, Excel, Outlook).

Personal attributes

9. Excellent interpersonal, influencing and communication skills
10. Confidence in liaising with internal and external stakeholders in senior positions
11. Team player with a proactive work ethic
12. Results driven with the ability to identify and develop new opportunities
13. Self-motivated and highly organised with the ability to time manage and handle changing priorities
14. Reliable and autonomous, with the ability to take personal responsibility for delivering results whilst understanding the need to maintain interaction with colleagues
15. Enthusiasm, energy and passion for the role.

The following are desirable for the post:

16. Project Management experience
17. Experience of fundraising from pharmaceutical companies and the statutory sector
18. Knowledge of international grant-making trusts and foundations
19. An understanding of the needs of people at risk of, or living with, HIV and of healthcare and other professionals who advise, treat, care for and support them.