

# PERSON SPECIFICATION



**Job title:** Business Development Executive

**Department:** Fundraising

**Responsible to:** Community Engagement Lead

**Grade:** M1

## Job Purpose

We are seeking a dynamic and results-driven Business Development Fundraiser to play a crucial role in driving corporate partnerships and securing new business opportunities to support the charity's income. The ideal candidate will have strong networking skills, a passion for charitable work, and the ability to create lasting partnerships with internal and external stakeholders.

Requirements	Essential	Desirable	Evidence
Education/ Qualifications	Maths and English GCSE or equivalent	Fundraising qualification	CV / Application Form  Certificates
Previous Experience	<ul style="list-style-type: none"> <li>• Proven experience of prospect management</li> <li>• Proven experience of winning new business</li> <li>• Proven experience of effective supporter/customer stewardship</li> <li>• Proven experience of effective account management</li> <li>• Independently generating income or working towards targets</li> <li>• Experience of using a CRM system</li> <li>• Establishing and maintaining good relationships with internal and external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Charity fundraising experience especially Community, Corporate or Events fundraising or experience working in CSR/ Business Development or similar</li> <li>• Working in a Hospice or health sector</li> <li>• Working with Volunteers</li> <li>• Experience of public speaking</li> </ul>	CV / Application Form  Interview  References

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	<ul style="list-style-type: none"> <li>Working collaboratively as part of a team</li> </ul>		
Skills, Knowledge, Abilities	<ul style="list-style-type: none"> <li>Ability to work on own initiative and seek support and advice from line manager and peers in other hospices as support</li> <li>A persuasive and natural communicator who is able to present and talk passionately and appropriately about the Hospice</li> <li>A solutions-focussed, creative problem solver</li> <li>An ability to set priorities and meet deadlines.</li> <li>Excellent written and verbal communication skills</li> <li>Ability to engage people from a wide range of different audiences</li> <li>Good knowledge of MS Office products</li> </ul>	<ul style="list-style-type: none"> <li>Good ability to proof-read</li> <li>Experience of using Raisers Edge</li> </ul>	CV / Application Form  Interview  References
Attitude, Aptitudes & Personal Characteristics	<ul style="list-style-type: none"> <li>A flexible approach to work</li> <li>A commitment to equal opportunities and diversity</li> <li>Drive and enthusiasm</li> <li>Positive can-do attitude</li> <li>Outstanding networking and negotiation skills</li> <li>Results focussed</li> <li>Emotionally resilient</li> <li>Proactive</li> <li>Professional</li> </ul>		Interview  References

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Other requirements (e.g., on-call/driving licence/shifts)	Full driving licence and use of own car  Able to work evenings and weekends as required		
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<b>Reviewed by:</b>	Sarah Shearman Head of Fundraising	<b>Date:</b>	03-2025
<b>Signed by employee:</b>		<b>Date:</b>	