

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Development Manager (Major Gifts)

**Department:** Marketing and Communications

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Qualifications and Training</b>			
Educated to degree level or with equivalent experience	X		Application Form
Experience of working in the HE sector		X	Application Form
Track record in personally securing donations of more than £5,000 in a single pledge from individuals and in securing repeat donations through a mutually beneficial and sustained relationship	X		Application Form/ Interview
Experience of using data, creativity, and knowledge of an organisation and what it stands for to build cases for support that achieve identified objectives	X		Interview
Experience in carrying out research into donors and marrying those with an organisation's needs to demonstrate the viability of an approach	X		Interview
Evidence of building long term relationships from cold	X		Interview
Experience of working as part of an integrated marketing and communications team		X	Interview
Experience of managing budgets	X		Interview
<b>Specific Skills, Experience and Knowledge</b>			
Ability to use and analyse internal and external resources, including data, to validate an idea and provide evidence for a case for support	X		Interview/ Test
Excellent communication skills; written and oral	X		Interview
Excellent skills in: networking, budget management, people development	X		Interview
Detailed knowledge of relationship management database	X		Interview
Team player confident in working in a matrix approach		X	Interview
Experience of line management		X	Interview
<b>Other Requirements</b>			
Ability to work the occasional evening and weekends	X		Interview
Role is based in Egham but may require some travel, primarily around SE England	X		Interview