**Person Specification**

**Trusts and Major Donor Manager**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | * Educated to at least A level and with strong English Language skills.
 | * Degree.
 |
| Experience | * Demonstrable track record of experience in working with major donors and charitable foundations in a fundraising capacity.
* Record of achievement in securing both individual and multi -year grants from private family trusts and larger institutional trusts.
* Evidence of working collaboratively as part of a team to meet group goals.
* Proven ability and experience of working within a networking role.
* Proven program and proposal writing and presenting skills for key decision makers.
 | * Travelled within Eastern Europe.
* Experience of databases, ideally Salesforce (MWB’s new database).
* Experience in this role working in other Christian or international development organisations.
 |
| Skills and Knowledge | * Excellent writing skills with the ability to craft and deliver compelling and “stand out” cases for support and applications.
* Excellent prospect research skills and knowledge of funding sources.
* Strong relational skills and personal ability to influence and win people over.
* Self-motivated and task orientated with desire, determination and ability to deliver on agreed outcomes.
* Good understanding of major donor and trust stewardship and cultivation processes.
* Ability to anticipate and problem solve, high levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information.
* Ability to communicate clearly, assertively and diplomatically in order to network effectively and drive results
* Ability to persuade and influence at all levels in order to deliver results within a complex and competitive environment.
* Excellent organisational, prioritisation and time management skills.
* Ability to think creatively and to respond timely to new opportunities and changes in the fundraising environment.
* Understanding and knowledge of the UK funding environment and good practice.
 | * An understanding of and empathy with development and poverty relief would be desirable as well as the Christian community.
* Well connected to appropriate professional groups and forums in the fundraising sector
 |
| Personal Qualities | * Confident, warm and persuasive.
* Passionate and enthusiastic.
* Highly adaptable and creative.
* Results driven.
* Ability to work sensitively with those of different cultures and backgrounds.
* A personal commitment to the aims and objectives of MWB’s vision and work with people in Eastern Europe.
 | * Full clean driving license with car (mileage expenses paid
 |
| Christian ethos | * As a Christian organisation the successful applicant will be expected to have a full understanding and be supportive of the Christian ethos, values and beliefs of the organisation which provides the basis for the strategy and objectives of the Mission.
 |  |