**Person Specification**

**Trusts and Major Donor Manager**

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|  | 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. |  |