

**QUIT®**  
**Person Specification**

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**Job Title:** Fundraiser  
**Responsible to:** Director of Development and Communications

**Knowledge**

- Clear understanding of the principles of Trust fundraising and the current charitable trust sector. E/S/I
- Clear understanding of research techniques for funding applications. E/S/I
- Issues around smoking cessation. D/I
- Understanding of the voluntary sector. E/I

**Experience**

- Experience of securing and managing Trust funding. E/S/I
- Experience of securing and managing corporate fundraising relations. D/I
- 2-3 years relevant or transferable experience. E/S/I
- Demonstrable experience of setting and meeting targets E/S/I
- Experience of successfully conducting negotiations E/S/I

**Skills**

- Computer literacy particularly Microsoft Word, Excel and PowerPoint. E/S/I
- Numeracy: ability to understand budgets and produce financial reports. E/S/I
- Familiarity with databases. D/S/I
- Research techniques, accessing a range of sources. (written, Internet, personal contacts). E/S/I
- Excellent written and verbal communication skills. E/S/I
- Excellent public speaking, presentational and negotiation skills. E/S/I
- Effective time management skills, the ability to successfully prioritise a range of competing task and maintain accurate records. E/S/I
- Ability to work under pressure and to tight deadlines. E/S/I
- Ability to work both as part of team or on own initiative. E/S/I

**Personal Qualities**

- Well-motivated and target-orientated. E/S/I
- Determined and enthusiastic. E/S/I
- Able to seize opportunities and act on own initiative. E/S/I
- Ability to see 'bigger' QUIT picture beyond the fundraising work Fundraising team. E/I
- Good team player. E/I
- Keen to develop career in Fundraising. D/I

**Qualifications**

- Degree level or equivalent. D/S

**Circumstances**

- Able to work extended hours on occasions as dictated by needs of the job E/I

E= Essential criteria  
D = Desirable criteria

S = Shortlisting Criteria  
I = Interview Criteria