

**PERSON SPECIFICATION  
BUSINESS DEVELOPMENT MANAGER**

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>➤ A degree or equivalent</li> <li>➤ Proven track record of fundraising, development in stakeholder engagement</li> </ul>	<ul style="list-style-type: none"> <li>➤ Relevant fundraising qualification</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of implementing multiple fundraising strategies</li> <li>➤ Experience of leading a variety of campaigns</li> <li>➤ Experience of building links with partner organisations and business</li> <li>➤ Experience of developing and sustaining working relationships</li> <li>➤ Experience of working with multiple stakeholders</li> <li>➤ Experience of managing data and database management</li> <li>➤ Experience or producing reports and analysis</li> <li>➤ Demonstrable experience of event management and planning</li> <li>➤ Working in a professional office environment and working with confidential data</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working within an educational environment</li> <li>➤ Experience of using social media in a professional context</li> </ul>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of the principles and practices of fundraising and donor relations</li> <li>➤ Knowledge of relevant fundraising general data protection (GDPR), tax and charity law.</li> <li>➤ Highly developed ICT skills and full familiarity with with social media</li> <li>➤ Ability to build lasting business relationships with the skill and confidence to work with people at all levels.</li> <li>➤ Flexible, with a pro-active approach to new ideas and opportunities.</li> <li>➤ A high standard of written and spoken English with excellent communication and presentation skills, both verbal and written.</li> <li>➤ Ability to communicate effectively with all key stakeholders through a variety of platforms.</li> <li>➤ Ability to prioritise and escalate work schedules.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of handling difficult situations in a positive and confident manner and be robust in dealing with negative outcomes.</li> </ul>

<p><b>Personal Skills</b></p>	<ul style="list-style-type: none"> <li>➤ Commitment to learning</li> <li>➤ Enthusiastic, positive and ‘can do’ attitude</li> <li>➤ A self-motivated, tenacious self starter with energy, stamina and resilience.</li> <li>➤ A dynamic individual who is goal orientated and a team player.</li> <li>➤ Enjoys working independently – takes initiative, self-motivated, ability to manage own time, organise workload and work efficiently to meet deadlines</li> <li>➤ Quick learner, able to be flexible and adapt to context and surroundings</li> <li>➤ Diplomacy Skills</li> <li>➤ Calm under pressure</li> <li>➤ Reliability, integrity, resilience and stamina</li> <li>➤ Respects confidentiality</li> <li>➤ A commitment to CAPA College ethos</li> <li>➤ Willing to seek support and advice when necessary</li> <li>➤ Enthusiasm and commitment for working in a creative organisation with a focus on young people (aged 16-19)</li> <li>➤ Willingness to lead by example in terms of work ethic, dress and behaviour</li> <li>➤ Robust sense of humour</li> <li>➤ Excellent attendance and punctuality records</li> </ul>
<p><b>Flexibility/ availability</b></p>	<ul style="list-style-type: none"> <li>➤ Flexibility to work some evenings and weekends to meet the needs of the College e.c. performances and exhibitions.</li> </ul>