

Personal Specification
MSA Trust
Events and Community Fundraising Officer

	Essential	Desirable
Experience		
Experience of customer service and care in a voluntary or paid role	X	
2 years minimum events fundraising		X
2 years minimum community fundraising		X
Proven record of successful event management		X
Evidence of reaching targets	X	
Track record of managing external suppliers		X
Designing and implementing fundraising materials		X
Working in the voluntary sector, preferably in a health or disability setting		X
Knowledge		
Thorough understanding of social media	X	
Legalities of events fundraising	X	
Legalities of community fundraising	X	
The role of PR in supporting the aims of the charity		X
CRM databases (we use Raiser's Edge)		X
MSA and rare disease issues		X
Abilities/Skills		
Strong written and verbal communication skills	X	
Demonstrable effective negotiation and persuasion skills		X
Ability to plan and prioritise own workload with minimum supervision	X	
Ability to understand/convey complex issues	X	
IT, particularly for presentations		X
Ability to work effectively as part of a team	X	
Ability to build relationships with supporters, volunteers and members	X	
Ability to give empathetic support to service users and volunteers	X	