



**FORGAN ARTS CENTRE
FUNDING DEVELOPMENT OFFICER SPECIFICATION**

	ESSENTIAL	DESIRABLE
EXPERIENCE KNOWLEDGE & SKILLS	Proven Track Record in raising income from a range of grant funding sources and fundraising activities	Previous experience of working in an arts, festival, educational or cultural environment
	Funding Applications – Successful Track Record in the research, preparation and submission of funding applications to a variety of funding bodies including trusts, foundations, businesses or individuals.	Change Management - especially in relation to scaling up an organisation
	Fundraising Programme Development – experience of designing a variety of fundraising activities including sponsorship programmes and events	
	Excellent Written & Oral Communication and Presentation Skills – ability to produce consistently high-quality written communications and proposals. Experienced in WORD, POWERPOINT & EXCEL	
	Financial Management – of funding bids and awards to include budget preparation, management, monitoring and reporting	
	Relationship Development & Management involving funders, supporters, partners and sponsors	
	Monitoring and Evaluation – of funded projects and activities to Centre Director and funders, partners and sponsors.	
	Organisational skills including scheduling of bids, working with deadlines and future planning	
	Community Development - developing opportunities to deliver benefits through involving the community in fundraising activities	
	Full current Driving License	
PERSONAL QUALITIES	Confident , ambitious ,enthusiastic, pro-active, target driven	
	Collaborative and Flexible - directly report to Centre Director, contribute towards team working	
	Ability to prioritise and multi-task working under pressure and to deadlines	