

ME Research UK – Donor Relations Officer	Essential	Desirable
CRITERIA		
<p>EDUCATION</p> <p>2 years’ work experience in fundraising role</p> <p>5 years’ work experience in fundraising role</p> <p>Evidence of further relevant training or continuing professional development</p> <p>Membership of Institute of Fundraising</p>	<p>YES</p>	<p>YES</p> <p>YES</p> <p>YES</p>
<p>SKILLS, KNOWLEDGE & APTITUDES</p> <p>Understanding, knowledge or experience of the fundraising process, for</p> <ul style="list-style-type: none"> • individuals, • Trusts, • event fundraising <p>Experience of identifying and exploiting new fundraising opportunities</p> <p>Strong verbal skills with an ability to communicate complex subjects simply and persuasively</p> <p>Excellent written communications skills to allow preparation of clear, concise, and inspiring information/applications</p> <p>Focused on helpful, friendly support</p> <p>Ability to support pro-actively, and to develop, both potential and existing supporters</p> <p>Excellent research and planning skills allowing for fundraising strategy to be devised and monitored</p> <p>Skilled in identifying potential trust donors, in laying out clear and concise applications for funding, and in securing funding</p> <p>Ability to think and plan strategically a series of fundraising themes throughout the year</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>YES</p>

Ability to quickly establish and where appropriate further develop effective relationships with key internal and external stakeholders.	YES	
Ability to provide appropriate and engaging content for fundraising, media articles, and third party content	YES	
Skilled in use of social media (Facebook, Twitter (or X), Instagram) and WordPress to promote and recognise fundraising opportunities	YES	
Skilled use of word processing packages via Office 365, email, and the internet in work context	YES	
Ability to maintain clear and accurate records	YES	
Experience of working effectively as part of a small professional team	YES	
Able to self-motivate and work alone when necessary	YES	
Ability to manage workload with competing priorities and to respond when matters require unexpected urgent attention	YES	
Ability to work responsibly and professionally in dealing with confidential/sensitive information	YES	
Thorough working knowledge of GDPR, Fundraising Good Practice, and other regulatory requirements as they may impact the role.	YES	
Willingness to undertake further training as required for professional development		YES
Willingness to attend and to make verbal presentations at fundraising events		YES
An understanding of the disease that is M.E.		YES
Understanding and commitment to the long-term aims of the charity		YES
Appreciate the limitations in fundraising opportunities faced by a research charity in an often misrepresented illness.		YES

OTHER		
Current and valid UK driving licence	YES	
Ability to work in Perth as permanent base or on certain occasion	YES	
Willingness to work flexibly including weekend and evening work e.g. attending fundraising events	YES	