

Person Specification

Development Director



	ESSENTIAL	DESIRABLE
Intellectual skills	<ul style="list-style-type: none"> • Must demonstrate the ability to think strategically and be able to deal with multiple and complex issues, acquire new knowledge and skills and develop practical solutions. • A clear understanding of the fundraising challenges facing the arts and social change sectors and how these relate to small organisations in particular. 	<ul style="list-style-type: none"> • Qualified to degree level or above or equivalent fundraising certification.
Leadership and Relationships	<ul style="list-style-type: none"> • Demonstrable experience of developing strong and meaningful working relationships with colleagues across the organisation. • Understanding and experience of cultivating higher level donors and successfully asking for major gifts from individuals. 	<ul style="list-style-type: none"> • Successfully leading a Fundraising or Development team
Fundraising and Marketing	<ul style="list-style-type: none"> • Proven relationship fundraising experience growing new income across a range of disciplines including Community, Individual Giving (regular giving, legacy marketing and Major Donors), Corporate and Trusts. • Demonstrable experience of setting and meeting ambitious fundraising targets. • Creative flair and able to sell ideas and stories, and evidence impact. • Demonstrable marketing experience in relation to supporting fundraising. • Proven experience of developing and managing relationships with press and media. • Proven experience using a CRM database to recruit and develop relationships with donors. • Experience of ensuring compliance in terms of GDPR and the Fundraising Regulator. • Experience of coordinating filmmakers, designers and other creative agencies. 	<ul style="list-style-type: none"> • Experience of marketing & communication within an arts organisation driving recruitment. • Experience of scoping, selecting and implementing new CRM system. • Experience of website management to ensure effective online fundraising.

Business Development	<ul style="list-style-type: none"> • Experience in strategic and organisational development at a senior level. • Proven experience of creating and managing budgets for fundraising purposes. • Proven experience of managing relationships with a portfolio of current supporters, delivering a high level of service. 	
Management and Communication	<ul style="list-style-type: none"> • Experience of line managing one or more team members. • Extremely well-organised with a strong attention to detail. • Ability to prioritise and work on own initiative, managing multiple projects. • Problem solving skills and ability to remain calm and positive under pressure. • Exceptional written and verbal communication skills with ability to write and deliver high-quality, compelling presentations, pitches and proposals. 	<ul style="list-style-type: none"> • Experience of working with Trustee Boards and key decision makers in a fundraising capacity.
Personal attributes	<ul style="list-style-type: none"> • Energy, drive, passion and enthusiasm. • Resilient and able to honestly engage in one's own development and training. • Confidence communicating and working with people from a range of backgrounds and fields within and outside the arts, including understanding the needs of PMZ's diverse beneficiary groups. • Able to work within a strong team ethos and with a good sense of humour! • Tenacious and able to gain satisfaction in finishing and following projects through to completion. • Having a passion for diversity and inclusion and all the other values we feel so strongly about at PMZ. 	
Other	<ul style="list-style-type: none"> • Willingness to work flexible hours. • Current full driving licence. • Strong IT skills and proficient in use of Microsoft applications. 	<ul style="list-style-type: none"> • Knowledge of digital fundraising techniques and desktop publishing. • Daily access to a car for work.