

Person specification **Fundraiser**  
**Hillcrest Advice Bureau and Bursary Fund**



Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Matric with minimum Maths 3 or Maths Lit 4 or Maths HG E or SG D and English plus at least a further 2 subjects</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary level qualification</li> </ul>	Application
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills, with ability to adapt and respond to different audiences</li> <li>• Ability to work independently, using initiative to explore and pursue opportunities</li> <li>• Excellent problem solving skills with ability to think creatively and find innovative solutions</li> <li>• Innovation</li> <li>• Excellent research skills</li> <li>• Attention to detail and accuracy</li> <li>• Relationship building with new and existing donors</li> <li>• Ability to prepare and submit compelling funding applications</li> <li>• Excellent report writing skills which celebrate achievements and demonstrate impact</li> <li>• Maintain accurate and up to date records using cloud based systems</li> <li>• Fluency in English</li> <li>• Competency in Microsoft Office programmes including Word, Excel and Powerpoint</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in isiZulu</li> </ul>	Application & 5 minute fundraising presentation at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within the NPO sector</li> <li>• Experience of successful</li> </ul>	Application, interview and references

For more people management tools visit [RotaCloud](https://www.rotacloud.com)

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## Hillcrest Advice Bureau and Bursary Fund



		trusts, grant and individual giving fundraising	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Self Motivation</li> <li>• Enthusiastic positive mindset</li> <li>• Value alignment with those of HABandBF: kindness, empathy, a belief in a hand up not a hand out to break the cycle of poverty, belief in what we are trying to achieve</li> <li>• Ability to work professionally with volunteers and donors of all categories</li> <li>• Trustworthiness</li> </ul>		Interview & References
<b>Availability</b>	<ul style="list-style-type: none"> <li>• Willingness to work on an ad hoc basis</li> <li>• Attendance at AGM and Board meetings</li> <li>• Attendance at Fundraising sub-committee meetings</li> </ul>		Interview