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<th>ESSENTIAL</th>
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| Qualifications, experience and background | • Educated to degree level  
• Significant fundraising and alumni and donor relations experience | • Institute of Fundraising qualification                                    |
| Specific knowledge/skills (technical) | • Strong organisational skills, with experience of event and campaign organisation and a high level of attention to detail  
• Excellent general IT skills, including word-processing, desktop publishing (using Adobe Creative Cloud software), spreadsheets, and willingness to learn new applications as required  
• Ability to understand, and explain tax-efficient gifts  
• Excellent numeracy, written and oral communication skills | • Raiser's Edge experience would be an advantage                             |
| Personal attributes    | • A confident and friendly approach, enthusiasm, professional maturity and the ability to build relationships with people at all levels, both internally (Fellows, visitors, staff and students) and externally (alumni, donors and associated supporters)  
• The ability to represent the College externally at a high level; professional telephone manner with excellent interpersonal skills  
• Ability to understand and articulate the aims and needs of the College in a confident and inspiring way  
• Ability to use discretion and handle confidential information |                                                                                     |
| Team and management skills | • Ability to organise and plan concurrent projects and establish clear priorities to meet agreed objectives  
• Ability to work independently and flexibly as part of a small team  
• Experience of working with senior level executives |                                                                                     |
| Other                  | • A willingness to adopt a flexible approach  
• Ability to work out of regular hours and to undertake some travel | • Hold a UK Driver’s Licence                                                   |