

Essential criteria

Philanthropy Officer

14 hrs per week

Fixed term contract – 3 years

Essential

- Strong commitment to the values of the Community Foundation
- Ability to work with a range of community groups and provide excellent support to people seeking Quartet's support
- Enthusiasm for meeting new people, making connections and learning new things
- Excellent interpersonal and communication skills
- Excellent IT skills including database, spreadsheets and web-based applications
- The ability to be self-servicing
- Good organisational, administrative and report writing skills and the ability to cope well under pressure
- Ability to work independently as well as being part of a team
- Willingness and flexibility to undertake occasional evening/weekend duties and travel outside of the region
- Educated to graduate or equivalent level

Desirable

- Experience of grant-making
- Experience of working in the voluntary and community sector
- Experience of working in a development, fundraising or sales environment