

Person Specification

Requirement	Essential	Desirable
Qualification	Undergraduate degree	
Knowledge	Knowledge of business development best practice and approaches	
Experience	<p>At least 3 years' experience supporting business development, in particular supporting fundraising from institutional donors and/or trusts and foundations</p> <p>Experience of supporting proposals and providing administrative support to proposal development for a range of donors and partners</p> <p>Experience supporting online donations / fundraising</p> <p>Experience of analysis under strategic priorities and requirements, identifying potential funders for a range of possible programme areas and summarising for guidance purposes</p> <p>Experience of supporting marketing and campaigns including communications experience e.g., marketing mail outs, writing copy for social media, managing responses for marketing campaigns and engaging with supporters</p> <p>Experience of maintaining and using a CRM system</p>	<p>Experience in an international development context</p> <p>Experience of developing, maintaining and using a funding pipeline and other business development tools</p> <p>Familiarity with social media management platforms such as Mailchimp and Hootsuite</p> <p>Experience of image editing/video editing/infographics</p>
Skills	<p>Excellent organisational and administrative skills with the ability to multitask, establish priorities and meet deadlines and targets</p> <p>Ability to collate and analyse funding pipeline data to monitor progress and ensure risk management oversight, and to prepare regular reports against KPIs.</p> <p>Strong inter-personal and influencing skills</p>	<p>Excellent communication skills particularly written presentation skills</p> <p>Comfortable with using social media, working on websites, etc</p>

	<p>Ability to effectively build good relationships and work collaboratively with INASP colleagues and associates</p> <p>Ability to collect and assess information rapidly, identifying key points and drawing conclusions</p> <p>Experience using a CRM</p>	
Attributes	<p>Creates and contributes to positive and supportive working relationships with all staff, associates and partners</p> <p>Able to create, support and contribute to productive teams</p> <p>Comfortable with designing and delivering work through distributed teams of staff and Associates, and through networks of partners, advisors and volunteers</p> <p>Collaborative, but also able to take decisions and identify a clear way forward for the team when required</p> <p>Flexible and positive approach to change and a willingness to adapt to respond way to changing contexts and external demands</p> <p>Comfortable and able to work effectively in uncertain and complex situations Demonstrable commitment to learning Attention to detail and a commitment to the quality of outputs</p> <p>Demonstrable commitment to INASP's values: In it together; Making change last; Every voice counts; Doing things right.</p>	