*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.*

* Excellent written and oral communication skills (including attention to detail, public speaking, presentations and facilitation skills).
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
* Demonstrated experience in, and track record of, successful grant writing.
* Exceptional problem-solving skills and ability to adapt to changing organisational priorities.
* Highly developed administration and organisational skills with the ability to coordinate and influence internal and external stakeholders.
* Ability to work as part of a team.
* Excellent time management skills, demonstrated ability to meet tight deadlines and the ability to work independently.
* High-level networking and relationship-building skills.
* Good computer skills in MS Word, Excel, Outlook and a good working knowledge of spreadsheets and databases, preferably including Raisers Edge.