



How to get the job you want

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5th July, 2007



Introduction

CHARITY PEOPLE AND BFN

- Why BFN
- Partnership to date
- The Future



Frequently Asked Questions

- How do I identify which role would be right for me?
- What makes a good CV?
- How do I succeed at interview stage?
- How do I decide what I want to do in the future?



Group Options

1. CV advice
2. Improve your interview techniques
3. Finding your first job in fundraising
4. Identifying your next step in fundraising



Know Where To Look

FINDING YOUR PERFECT FUNDRAISING ROLE

- Research opportunities – agencies, websites, publications, people
- Understand job specifications
- Identify your transferable skills
- Network

Know How To Sell Yourself

CV TOP TIPS

- Golden rules – Concise, reader-friendly and relevant
- Maximum 2/3 pages
- Most important information at the top
- Tailor it to suit the job you are applying to
- Quantify/highlight your achievements
- The perfect CV is the one that gets you an interview!

Know How To Sell Yourself

CV DO NOT'S

- Do not use long blocks of writing
- Do not write more than 3 pages
- Do not leave gaps in dates
- Do not put in anything which is not relevant
- Do not use fancy fonts/ colours

Know How To Sell Yourself

INTERVIEWS

- Research – facts and figures if possible
- Use as many information sources as possible
- Know job spec inside and out
- Remember it is a two way process



Know Your Path

CAREER DEVELOPMENT

- Plan – doesn't need to be set in stone
- Never stop looking for jobs
- Speak to people about their jobs
- Don't make rash decisions



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