

Competencies & Skills

SOME SUGGESTED SKILLS, COMPETENCIES, AND PERSONAL ATTRIBUTES

Skills (learned activities: the “What”)

Mission Knowledge & Vision

- Knowledge of mission, programs, services
- Experience on a fundraising team or with other similar event
- Successfully raised significant funds for a project you believe in

Communication, Relationships & Working as a Team

- Communicate clearly in writing
- Communicate clearly verbally
- Delegation
- Facilitation/ Conducting meetings
- Mediating conflict
- Experience managing teams of people
- Collaborating to plan or solve problems

Planning & Logistics

- Experience organizing a large event/ party
- Experience building a fundraising plan
- Community knowledge (major stakeholders, community processes, connections and understanding of its structure and history)
- Strategic planning
- Able to work with and organize multiple details; strongly focused on the details of implementing a plan
- Experience with the technical aspects of outdoor event management
- Developing & improving processes
- Health & Safety
- Emergency planning
- Event production
- Risk Assessment

Outreach & External Relations

- Public speaking
- Networking
- Writing for media (story writing)
- Traditional media relations
- Social Media
- Graphic Design/ Marketing
- Experience engaging with stakeholder groups

Analytical & Technological Skills

- Research
- Data analysis
- Creative problem solving
- Moderate comfort level with technological platforms (Office, Trello, Skype, etc.)

Handout from “Something New: Skills-Mapping To Build Strong Teams,” Training Design, *e-Volunteerism* Journal, October 2019 Issue. Created by BCY Canadian Cancer Society

Competencies and personal attributes (the “How” you get it done):

Mission Knowledge & Vision

- Future oriented: desire to create a legacy
- Desire to advance the mission
- Passion for the cause

Communication, Relationships & Working as a Team:

- Influence and motivate others
- Active listening skills
- Articulately advocate for a cause or issue (not intimidated to speak out)
- Able to organize others
- Encouraging others
- Joy in seeing others succeed
- Awareness of team dynamics and the working environment
- Self aware
- Accountability and commitment
- Desire to strengthen the whole team
- Welcoming others and making them feel comfortable
- Collaborative approach

Planning & Logistics

- Focused on getting the details right
- Able to see the big picture vision and the flow of how it comes together
- Calm under pressure or in a crisis
- Able to improvise on the fly

Outreach & External Relations

- Relationship building (especially with stakeholder groups); able to understand their perspectives
- Contacts and connections with community leaders
- Cultural sensitivity

Analytical & Technological Skills

- Open to continuous learning
- Open to innovation

