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| **Job Title:** **Prospect Researcher****Full Time**  | **Responsible to:** **Director of Development** | **Location:****London, Piccadilly Office** |
| **Context** RMA-The Royal Marines Charity is the largest subsidiary of the Royal Navy and Royal Marines Charity Group (RNRMC), raising circa £3.5m - £4m per annum to provide through-life support the Royal Marines and their families. Following the recent merger of the Royal Marines Association and The Royal Marines Charity, it is now looking to grow its income to £5m per annum to meet the needs of the Corps. The Development Department has been established to meet these growing demands, with a focus on developing Major Donors, Corporate Support, Trusts, Statutory and Legacy income for the charity, areas which are relatively new income streams to the Charity. A driven and proactive researcher, you will play a crucial part in the teams’ success in growing voluntary income. Managing a programme of prospect and market research activities to support and insight-led approach to prospecting. This includes supporting, researching, and administering prospects and donors and the development of cultivation, solicitation and stewardship events. This is an exciting new role helping to grow the Charity at a pivotal point in its history.  |
| **Role** Reporting to the Director of Development, the Prospect Researcher is responsible for the management and delivery of the research and tracking prospecting programme for the Charity. In addition to supporting the delivery of all Development events.  * Research, track and report on prospective donors from within and outside the current database, ensuring a stream of donors at differing gift levels to meet fundraising ambitions.
* Support segment individual donors and prospects to enable targeted event invitations for cultivation and stewardship.
* Provide insight to facilitate the stewardship of current donors and warm prospects to the Major Gift Manager.
* Build and maintain a rating system to gauge the capacity and propensity of potential donors to give as well as their affinity and engagement with the charity.
* Develop a prospect research strategy, and manage its implementation by developing detailed plans, ensuring such a strategy fits with the overall goals and ambitions of our fundraising strategy.
* Ensure data processing activities related to prospects are appropriately documented and in compliance with the data privacy laws (e.g. Data Protection Act 2018, GDPR and PECR.)
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| **Job Specification*** Proactively identify prospects that have a strong fit with our cause and strategy in terms of alignment and capacity to give
* Provide recommendations on how to engage prospects, considering motivations and existing networks
* Research and write prospect briefs for the team
* Develop and utilise internal and external prospect research databases and network mapping systems to identify sources of warm prospects
* Maintain and update the prospect lists in the CRM system and work with the team to update the moves management system within this.
* Work in collaboration with the Director of Development to understand and track key trends amongst philanthropists, trusts and companies that are relevant to RMA-The Royal Marines Charity (European and global)
* Identify events that members of the team can attend in a networking and/or insight-gathering perspective and develop detailed briefs on events speakers and attendees
* Support the development and delivery of cultivation, fundraising, stewardship events for the Development team
* Provide briefings on prospects for development and major events
* Support the Development Committee members in identifying and qualifying their prospects

MANAGEMENT * Manage workflow and workload, adapting plans for key delivery periods
* Working with the Director of Development, Lead the Charity in best practice prospect research
* Forge strong links with other departments to ensure all potential prospects are identified
* Lead on the delivery of cultivation, HNWI fundraising and stewardship events
* Demonstrate qualities that motivate, inspire team members to engage with the prospect cycle.
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| **Person Specification** Essential * A strong understanding of the role of research in good prospect management, cultivation and stewardship (in commercial or not-for-profit environment)
* Strong familiarity with research tools and techniques.
* Proven experience of strategic analysis and reporting.
* Very strong research and analytical skills, including ability to produce detailed and insightful profiles and network lists for prospective individual and organisation partners
* Good knowledge and applied understanding of GDPR implications, fundraising regulations, ethical checks and other related compliance issues
* Stakeholder management knowhow to build and maintain great working relationships at all levels, and influence, internally and externally
* Evidence of improving performance through systems and processes that deliver results.
* Excellent attention to detail.
* Proven experience of working effectively as part of a team and being a supportive team member.
* Good organisational skills with the proven ability to meet deadlines and targets.
* The ability to maintain professionalism and confidentiality when dealing with sensitive information and business matters.
* A proactive and solutions focused approach to problem solving.
* Proven problem solving and decision making skills.
* The ability to develop and maintain good working relationships with colleagues, partners and stakeholders at all levels.
* Experience of working with MS Dynamics or similar CRM systems

Desirable * Understanding of the Royal Marines, Naval and military environments.

Additional Requirements * Must be prepared to travel between charity offices
* Must have the right to work in the UK
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| **Location:** C/O Patron Capital Partners, 1 Vine Street, London W1J 0AH |