



Prospect Research Officer

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Team

The FFI Fundraising & Communications team currently consists of approximately 25 staff, raising income from individuals, trusts and foundations and companies, primarily in the UK, Europe and the USA, and on publicity, publications and online communications. There is also a statutory fundraising team working on grants from governments and multilateral organisations. We are a hardworking team, committed to delivering our income targets to meet the organisation's needs, but fun and friendly – there is never a dull moment!

The Opportunity

This is an exciting time to be joining FFI's Fundraising Team. The Major Donor Philanthropy team have created a successful major gift programme, built on developing and nurturing long-term relationships with the people who support our conservation work.

Our focus is to recruit and steward individuals who give gifts of £10,000+ in support of global biodiversity conservation. Our success to date is far reaching with current relationships spanning Europe, the USA and Australia. Now we have set our sights on expansion, developing new opportunities across new and existing jurisdictions.

Crucial to our success is the supply and management of the prospect pipeline and the maintenance of the CRM database. To this end we are seeking a self-motivated individual to join our high performing Major Donor Philanthropy team in this new role. The role requires an individual who understands how to conduct qualitative research in a fundraising environment using an array of sources, can operate a fundraising database with confidence, precision and ease, works well with others and is curious, inquisitive and driven in building fundraising data intelligence. Currently we use the access CRM database ThankQ and will be seeking to transition to a new CRM system in 2022, in which this post will play a key part.

You will enjoy working in a dynamic and fast-paced environment, where the ability to respond swiftly to changing organisational and team needs is paramount. In return, we offer the opportunity to work for a ground-breaking organization at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, and life insurance.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	Circa £25,000 per annum
Location:	Fauna & Flora International, Cambridge. Current policy offers partial remote working within the UK.
Benefits:	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed. For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment. Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work:	This is a full-time position working 37.5 hours a week, Monday to Friday inclusive.

Job Description

Job Title:	Prospect Research Officer
Reporting to:	Senior Prospect Research & Insight Manager
Key Relationships:	Major Donor Philanthropy Team Trusts & Foundations Team Database Manager Supporter Recruitment and Development Team Project Managers and Programme Teams Finance Business Partner and Finance Team
Purpose:	Working with the Senior Prospect Research and Insight Manager to support FFI's major donor fundraisers and relationship managers to develop and manage their portfolios effectively. The Prospect Research Officer plays a key role in identifying and qualifying new major gift prospects and in developing and enhancing our database, to enable the development of strong major donor relationships, grow income (especially unrestricted), and maximise retention and life time support.

Specific Duties:

- Identify, qualify and rank new prospects, sourced from a range of international markets, to ensure the ongoing growth of the prospect pipeline in support of FFI's major donor giving programme
- Undertake qualitative research using a range of research resources to prepare briefings in advance of prospect reviews, cultivation meetings and donor events, and manage the maintenance of these donor files
- Monitor the schedules of Senior Fundraiser cultivation meetings to anticipate and prepare research requests as described above
- Take responsibility for the co-ordination and maintenance of systems and processes to capture and record donor insights, including scheduling and attending meetings with fundraisers for feedback, and scheduling and tracking follow-up actions in liaison with major donor fundraisers across our fundraising jurisdictions
- Provide high quality data entry and database maintenance for the Major Donor Philanthropy Team including interrogation and analysis of data including establishing connections, identifying opportunities and risks and ensuring data captured is appropriate and used in the most effective ways – feeding into reports etc.
- Maintain awareness of, and promote and support best practice for data handling and GDPR across the fundraising teams, including developing fundraising-specific protocols
- Ensure that records are current and compliant with Data Protection Laws and FFI's Data Protection Policies and Procedures
- Coordinate with other database users across the fundraising teams in the UK, USA and Australia, and the CEO team, to ensure the integrity of major donor records on the database is maintained
- Manage and fulfil the requests for data selections for donor event and communications mailings, preparing clean and accurate data selections in coordination with the Major Donor communications calendar
- Carry out research and input to due diligence reporting relating to individuals, trusts and corporates, recording the outcomes of decisions and acceptance of gifts
- Input to Corporate Partnership Agreements as required using FFI templates
- Carry out the above duties including observing FFI's policies and position on due diligence, data protection and equality, diversity and inclusion

Other duties:

- Attend key FFI events such as AGM and Town Halls. Candidates must be willing, on occasions and where reasonable, to work out of office hours supporting fundraising events as appropriate
- Carry out any other reasonable duties which are consistent with the position

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Understanding of how to conduct qualitative research in a fundraising environment using an array of sources • Excellent writing skills, including ability to select pertinent information to fulfil a brief • Excellent research skills • Confident user of fundraising CRM database • Excellent data analysis skills, including ability to identify trends, connections, opportunities and risks • Excellent IT skills, in particular Microsoft Excel • Excellent prioritisation and organisational skills, with ability to work to multiple deadlines in a high pressure environment • Good interpersonal skills • Fluency in English 	<ul style="list-style-type: none"> • Other European language skills (e.g. French, Spanish, German, Italian)
Knowledge and experience	<ul style="list-style-type: none"> • Proven experience in a prospect research or marketing research role • Experienced user of CRM database, including interrogating data to produce reports • Experience of carrying out prospect research and developing briefings • Understanding of the principles and practice of donor/client relationship management • Understanding of GDPR • Experience of undertaking due diligence research 	<ul style="list-style-type: none"> • Understanding of conservation/ environmental issues • Experience of fundraising within an international organisation
Behavioural qualities	<ul style="list-style-type: none"> • Curious and inquisitive, good at joining the dots • Committed to excellent presentation • Meticulous attention to detail • Willingness to learn new skills • Ability to problem solve and proactively troubleshoot 	

	<ul style="list-style-type: none"> • Comfortable working under own initiative and managing tasks with autonomy • Good team player, with ability to develop excellent personal and organisational relationships 	
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK • Commitment to FFI's mission and values 	

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to camila.iturra@fauna-flora.org.

Please mark your application '**Prospect Research Officer**'.

The closing date for applications is **Sunday, 06 February 2022**. Interviews are likely to be held during the week commencing **21 February 2022**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity