Prospect Research Assistant (Parental Leave Cover)

“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, Fauna & Flora Vice-president
**Fauna & Flora**

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

**Fundraising Team**

The Fauna & Flora Fundraising team currently consists of around 30 individuals split into three sections – Supporter Development, Major Gifts and Institutional Funding (Statutory Funding and Trusts & Foundations). This role is within the Major Gifts team, which focusses on raising unrestricted income from the high net worth individuals, but it also provides support across the fundraising and communications team. 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 Fauna & Flora’s Fundraising Team. The Major Gifts team have created a successful major gift programme, built on developing and nurturing long-term relationships with the people who support our conservation work.

Ours is a lively, hardworking team. 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 Gifts 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 2023, in which this post will play a part.

You will enjoy working in a dynamic and fast-paced environment, where the ability to respond swiftly to changing organizational 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: This is temporary position to provide parental leave cover and will terminate on or before 27 February 2024 on the return of the Senior Philanthropy Adviser from parental leave

Probation Period: Three months

Salary: £21,000 - £23,500 per annum

Location: Fauna & Flora, Cambridge, UK
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 Fauna & Flora UK offices are closed

For employees on UK-based contracts, Fauna & Flora 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 per week, Monday-Friday inclusive

Job Description

Job Title: Prospect Research Assistant

Reporting to: Senior Prospect Research & Insight Manager

Key Relationships: Major Donor Philanthropy Team
Trusts & Foundations Team
Database Officer
Supporter Recruitment and Development Team
Project Managers and Programme Teams
Finance Business Partner and Finance Team

Purpose:
Provide support developing and enhancing the CRM database, identifying and qualifying new major gift prospects, researching insights into major donor profiles, and contributing to the production of thorough due diligence reports for new major giving agreements, to enable the
development of strong major donor relationships, grow income (especially unrestricted), and maximise retention and life time support.

Specific Duties:

- Provide high quality data entry and database maintenance for the Major Gifts team including, recording donor and prospect data, communications, preferences and insights, supporting the development of donor Profiles and propensity to give indicators
- Ensure that database records are current and compliant with Data Protection Laws and Fauna & Flora’s Data Protection Policies and Procedures
- Use a range of research resources on a weekly basis to support the Prospect Research manager to:
  - 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 Fauna & Flora’s major donor giving programme
  - prepare briefings in advance of prospect reviews, cultivation meetings and donor events, and manage the maintenance of this data in digital files
  - provide fundraisers and senior members of staff with news updates relating to current and potential donors
  - gather intelligence to feed into the overall strategic programme for cultivating and maximising on Fauna & Flora’s celebrity/ambassador/influencer relationships
- Maintain prospect research protocol to ensure that the acquisition, storage and use of research data complies with the requirements of the Data Protection Act and Fauna & Flora’s Data Protection Policies and Procedures
- Together with the Prospect Research Officer (PRO), contribute to the development of high-quality engagement and stewardship materials for high value prospects and donors by collating information and helping to write or proof-read donor reports and proposals, keeping regular contact with programme teams to source up-to-date information about conservation work
- Help collate relevant information for pitches and key updates needed for approaches and stewardship
- Support the Due Diligence (DD) process for individuals, trusts, corporate philanthropy, and CPAs, carrying out DD research, and recording the process on the CRM
- Provide support in coordinating key Major Donor team meetings such as the Development Advisory Group and Senior Team Prospect meeting
- Responsible for scheduling activity and action data onto our project management system (Monday) for the Philanthropy team
- Support engagement programme team with data, and relevant admin tasks and events assistance
- Work with the PRO to 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 the above duties including observing Fauna & Flora’s policies and position on due diligence, data protection and equality, diversity and inclusion

Other duties:

- Attend key Fauna & Flora 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

- With the agreement of your Line Manager, perform any other tasks that may be requested of you from time to time, commensurate with your skills, experience and role

## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>• Confident user of fundraising CRM databases and at analysing data to identify trends</td>
<td>• Proficiency in second language relevant to Fauna &amp; Flora’s areas of work</td>
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<td>• Good IT skills, in particular in using Microsoft Excel</td>
<td>• Good interpersonal skills</td>
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<td>• Understanding of how to conduct qualitative research in a fundraising environment using an array of sources and ability to select pertinent information to fulfil a brief</td>
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<td>• A commitment to high standards of presentation of results</td>
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<td>• Ability to work to a demanding workload and multiple deadlines</td>
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<td>• Fluency in written and spoken English</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Experience of using CRM software</td>
<td>• Understanding of GDPR</td>
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<td>• Experience of presenting data in Microsoft Excel and Word reports</td>
<td>• Understanding of conservation/environmental issues</td>
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<td>• Understanding of the principles and practice of donor/client relationship management.</td>
<td>• Experience in fundraising within an international organisation</td>
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<td>• Pre-existing right to work in the UK</td>
<td>• Experience of the undertaking due diligence research</td>
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<td>• Demonstrates Fauna &amp; Flora’s values</td>
<td>• Experience using ThankQ</td>
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<td><strong>Behavioural qualities</strong></td>
<td>• Curious and inquisitive, good at joining the dots</td>
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<td>• Meticulous attention to detail</td>
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<td>• Willingness to learn new skills</td>
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<td>• Ability to problem solve and proactively troubleshoot</td>
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<td>• Comfortable working under own initiative and managing tasks with autonomy</td>
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<td>• Good team player</td>
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<td><strong>Other</strong></td>
<td>• Pre-existing right to work in the UK</td>
<td>• Interest in and empathy with Fauna &amp; Flora’s mission</td>
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Fauna & Flora 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 Fauna & Flora 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 should consist of the following:

• Covering letter confirming your interest and explaining how your experience and skills refer to the role
• Full CV
• Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to camila.iturra@fauna-flora.org

Please mark your application ‘Prospect Research Assistant’ and indicate in your covering where you saw this position advertised.

The closing date for applications is Sunday, 7 May 2023. Interviews are likely to be held during the week commencing 15 May 2023. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter.

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

Fauna & Flora 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, Fauna & Flora, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity