

21 November 2023



Reporting and Research Manager – Global Returns Project

Job title: Reporting and Research Manager

Job type: Full-time

Salary: £26,000 - £31,000, depending on experience

Location: Hybrid working. 3 days per week at home, 2 days per week in-person at a private members club in Covent Garden, the heart of London.

Benefits: 25 days' holiday allowance, flexible working, occasional 1-2 days extra holiday for Christmas period

Reports to: Chief Project Officer at the Global Returns Project

Timetable: Candidates will be considered on a rolling basis

Preferred start date: As soon as possible

Introduction

Less than 2% of global philanthropy goes to climate mitigation. We're working to change that.

The Global Returns Project is a UK-registered charity. Our mission is to make high-impact climate philanthropy normal and easy in financial planning, investment management and corporate social responsibility. Our vision is a world where the best climate charities have the funding to deliver vital solutions, especially before 2030.

Our plan is two-fold. First, we've made high-impact climate philanthropy *easy* by assembling and reporting on a diverse portfolio of the world's best climate charities. Second, we're making that philanthropy *normal* in sectors where it plays almost no role today. To do this, we partner with financial advisers, investment platforms, investment managers and corporate social responsibility teams.

We have made remarkable progress since launching in October 2020. We've already raised over £600,000 for our portfolio of charities and partnered with nearly 30 financial institutions and businesses.

And we're just getting started. We are ready to scale up rapidly and make a difference during this 'Decisive Decade' for our planet. This is an exciting opportunity to join our fast-moving and supportive climate start-up as we enter a critical high-growth phase.

What we are looking for

We seek someone data-driven and detail-oriented to coordinate the systems and reporting that drive our campaign.

The ideal Reporting and Research Manager will be excited to use Excel to organise data and discover new insights into our work. They will enjoy digging into the details of the charities we support to report on their progress or fine-tune our methodology. They will relish the chance to master complex systems like Salesforce to advance our cause. And they will be comfortable communicating effectively and respectfully with our stakeholders, including Board members, potential donors and the charities we support.

Successful applicants will excel in multitasking and meeting ambitious deadlines in a fast-paced start-up work environment.

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While selection will be based on merit, we recognise the importance of elevating underrepresented voices in climate action. We encourage applications from people with disabilities and people who are from ethnically or culturally diverse backgrounds from across the UK.

Professional experience required

1-2 years of experience in a relevant field (data analysis, reporting, research, etc).

Skills required

1. Proficiency in Microsoft Excel
2. Experience of managing databases
3. Very high attention to detail
4. Time-management and self-organisation
5. Ability to take initiative, identify problems, and solve them creatively
6. Excellent communication skills
7. Understanding of, and passion to address, climate change and biodiversity loss

Skills preferred but not required

1. Understanding of the financial services industry
2. Understanding of small business / charity management
3. Customer Relations Management (CRM) experience (Salesforce, etc)

Main duties and responsibilities

Database management (15% of work)

- Oversight of GRP's Customer Relations Management (CRM) system, Salesforce
- Optimisation of Salesforce system to help GRP meet and track its ambitious targets

KPIs and reporting (15% of work)

- Manage monthly reporting of GRP's financial transactions
- Update GRP's databases in a timely and accurate fashion using Salesforce data, bank records and other software as required
- Produce monthly reports of GRP outreach activity using Salesforce data
- Translation of GRP strategy into rigorous Key Performance Indicators (KPIs) spreadsheet

Charity research and impact reporting (25% of work)

- Research on climate charities for possible addition to GRP's portfolio of recommended organisations
- Liaison with GRP's current recommended charities
- Six-monthly assessment and scoring of GRP's current recommended charities using our proprietary methodology
- Production of detailed impact reports
- Maintenance and updating of GRP's selection/assessment methodology
- Quarterly presentations to GRP's Due Diligence Committee on our recommended charities, impact reports, etc.

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Lead identification support and outreach tracking (20% of work)

- Lead identification support for:
 - o Potential individual donors to our recommended charities
 - o Potential institutional partners in financial services
 - o Potential foundation donors to GRP's operating costs
- Weekly tracking and reporting on outreach to identified leads

Event coordination (25% of work)

- Assist with coordination of GRP fundraising events for various target audiences
- Coordination of venue hire, panellist outreach, invitation design/distribution/follow-ups, guestlist tracking, name badge production, day-of preparation and oversight, etc

To apply:

Applicants should send both a CV and cover letter to the Chief Project Officer, Jack Chellman. Applications without a cover letter will not be considered. Please include the name, email and phone number of a reference we can contact. Applicants must be available to participate in at least one in-person interview in London.