



Fundraising Operations and Data Manager Applicant Pack

Applicant Pack | Fundraising Operations and Data Manager

Salary: £33 - £40k per annum

Contract type: Permanent

Location: Hybrid working, with at least 2 days per week in our London office

Work pattern: Full-time

Reporting to: Head of Fundraising

To submit your application, please submit your **Anonymous CV**. In lieu of a cover letter, Mission 44 is interested in understanding the specific reasons why you want to join our organisation and this role. Please answer the following questions and submit to careers@mission44.org by **Midnight Thursday 5th September** (removing any identifiable details e.g. name, email address, photos etc).

Please provide your name and contact number in the body of the email.

Questions: Please limit your responses to **no more than 400 words** for each question

- Why do you want to join Mission 44 and why are you interested in fundraising?
- Please describe a time you managed or built a data system. What was the purpose of that system, challenges, and how did you ensure accuracy and attention to detail when entering data? What systems did you use to present that data in compelling ways?
 - If you would like to submit a sample of a data system you built or managed, including visuals, we welcome it. Please limit this appendix to no more than **2 pages**.

CEO Introduction

Thank you for your interest in joining Mission 44. We're building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Mission 44 exists to make a difference: our purpose is to have a lasting positive impact on young people from underserved communities, who have for decades been the least supported and least socially mobile cohort. Over the past three years, COVID lockdowns, economic volatility and the lasting disruption to their education has significantly exacerbated this already inequitable situation, and we don't underestimate the size of the hill we have to climb. But we're here to walk alongside young people, working with and for them to make a step-change in their lives.



We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 will be a profoundly effective, impact-led place to do great work: we're building an organisation that's diverse, dynamic and collaborative. We're determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change.

If this sounds like the right fit, we'd love to hear from you.

Jason Arthur, Chief Executive

About Mission 44

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to build a fairer, more inclusive future in which every young person can thrive. The charity supports bold organisations, leaders and ideas to reimagine the future and transform the lives of young people from underserved communities.

Through grantmaking, research and advocacy, Mission 44 is focused on building a more inclusive education system, supporting progression into STEM careers and empowering young people to be changemakers. You can find out more information in [this presentation](#).

Given the global reach of Sir Lewis, and the common challenges faced by young people from underserved communities around the world, Mission 44 aims to evolve into an international organisation over the next two years.

About the Role

The Operations and Data Manager will be responsible for all donor analytics, prospect research, team coordination, and will be a critical partner to the Fundraising team. This role focuses on providing the essential data analysis and prospect research to continue building our major donor pipeline and base. It supports the fundraising team to effectively manage donor portfolios and the allocation of resources, whilst creating workflows to illuminate insights into fundraising progress, and additional systems-related projects.

Who You Are

- **Process Architect:** You love creating systems and managing databases. You design and optimise fundraising workflows, from donor inquiries to gift processing, to maximise efficiency and productivity.
- **Data Steward:** You are the guardian of donor data, maintaining accurate and up-to-date records to inform strategic decision-making
- **Technology Advocate:** You have a good understanding of up to date software and tech to help you streamline operations, enhance donor experience, and generate valuable data insights.
- **Team Collaborator:** You love working across portfolios and internal functions. You will work closely with all members of the fundraising team to provide operational support and achieve fundraising goals.

- **Pro-Active Critical Thinker:** You find gaps in ways of working and create quick solutions before others even notice.

Working at Mission 44

Our team

The Mission 44 team currently has 16 employees with recruitment of a further 4 employees planned this financial year. The team is currently organised into three directorates: Impact, focused on grantmaking and research, External Relations, focused on communications and fundraising, and Operations.

Diversity at Mission 44

We offer a working environment that values and respects every individual's unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

Our values

Everything we do at Mission 44 is guided by our five core values.

- We are **brave**: with an ambitious sense of possibility, we focus on where we can drive systemic change.
- We are **collaborative**: we build partnerships and coalitions to solve problems and make change happen.
- We are **curious**: we are evidence-led and continuously learning how best to grow our impact.
- We are **inclusive**: we put equity at the heart of everything and amplify the voices of the underrepresented.
- We act with **integrity**: we are honest and transparent, and build trust-based relationships.

Benefits at Mission 44

YOUR TIME OFF



HOLIDAYS

Enjoy 28 days annual leave, plus a day for your birthday



SUMMER FRIDAYS

We finish every Friday at noon in August



VOLUNTEER DAYS

Unlimited volunteering leave, as agreed with your manager

YOUR WELLBEING



STAY ACTIVE

Use our cycle-to-work scheme and free gym access



STAY HEALTHY

Optional health insurance and access to an EAP



STAY WELL

Wellbeing allowance to spend in whatever way works for you

YOUR FUTURE



PENSION

Save for retirement with our generous pension package



DEVELOPMENT

Professional development budget of £1k



FAMILY LEAVE

Competitive parental leave package

Roles and Responsibilities

Donor Analytics & Moves Management (40%)

- Regularly review and update donor portfolios based on departmental criteria, donor behaviour, and portfolio criteria
- Manage incoming donor portfolio requests
- Collaboratively develop, launch, and administer a moves management process in line with Mission 44's CRM that provides insights on movement of donors through the donor lifecycle; delivers qualitative and quantitative data on individual fundraiser activity; and other related reports
- Create reports / dashboards to inform the team and board on donor retention and attrition rates compared to industry standards.
- Maintain highly accurate and current donor data that effectively tracks key information, cultivation activities and histories, and solicitation and reporting calendars
- Prepare monthly and quarterly revenue reports, weekly giving reports, and various financial and fundraising dashboard reports for the Finance Committee and Board of Directors
- Work with fellow team members to facilitate regular (quarterly or monthly) lapsed donor reporting to provide team with actionable leads
- Regularly (quarterly) report on progress to goals and metrics, and overall fundraising activities to produce key insights and observe trends
- Oversee and manage guidelines and practice of the import and export of activities related to donor engagement (e.g. events and missions)
- Create templates and systems that make the fundraising team more efficient in their cultivation and stewardship

Donation & Data Management (20%)

- Process all gifts and ensure timely tax acknowledgment letters are sent to donors (within 48 hours of receipt of gift)
- Reconcile gifts with the Finance Department and support with the annual audit
- Generate various mailing lists for the Development Department
- Manage pledge payment tracking and reminders and follow-up processes for multi-year donors/gifts.
- Oversee and create donation/solicitation coding and prepare backup gift documentation
- Ensure all data entry is accurate and regularly checked for errors to maintain data integrity

Team Coordination and Administration (20%)

- Working closely with the Chief Growth Officer and Head of Fundraising, support the administrative planning and delivery of team strategy days, away days and other key internal meetings, including meetings with Mission 44's wider ecosystem.
- Ad hoc support for annual events
- Create templates for emails and pitches to support donor cultivation
- Provide administrative support to the Fundraising Team, including calendar management, scheduling meetings, and travel arrangements.

Prospect & Donor Research (20%)

- Perform regular wealth screenings of entire donor base to maintain accurate and updated prospect data
- Develop and operate a process that proactively researches donors and prospects with ultra-high net worth to create a bench of qualified prospects
- Conduct donor and prospect research and analysis based on requests from the team and SLT, or before events and cultivation meetings
- Create data-informed prospect lists and profiles for major prospects and analysis to help fine-tune donor cultivation and relationships.
- Continually monitor industry standards and trends on prospect research practices to ensure practices remain ahead of the curve
- Manage relationships and contracts with CRM and donor/prospect research vendors and/or external contractors, regularly assessing new products and technologies

Desired Skills and Qualifications

- A passion for and deep understanding of Mission 44's values
- Strong critical thinker with keen attention to detail
- Exceptional communicator: skilled listener, asks the right questions, builds relationships with others effectively, strong written and verbal communication
- Exemplary customer service skills and strong work ethic with the ability to thrive in a fast-paced, entrepreneurial environment
- Proactive learner and problem solver; can identify inefficiencies and generate effective solutions
- Exceptional judgement: is a team player but knows when to ask for help
- Always on time, always reliable, always professional
- Strong knowledge of Excel and ability to learn a new CRM
- Design skills desired (*but not required*)