

What you will do

This post, within the High Value Relationships Team, will be responsible for:

- Prospect Research
 - Development and embedding of our prospect research strategy
- Support with cultivation of prospects
- Collating and reviewing data on all of Mencap's current trusts and foundations, major donors and influencers
 - Identifying new prospects for both support and influence
 - Supporting other fundraising teams as and where appropriate
- Fundraising
- Supporting the growth and development of a pipeline of trusts, foundations and major donors.



About you

You are passionate about supporting Mencap to grow income from Trusts, Foundations, and Individuals., through excellent prospect research., and ambitious to grow in this role.

What you will bring

- Attention to detail
- Building positive relationships with others
- Ability to cope with demanding situations, juggle priorities and work to deadlines
- Enthusiastic, self-motivated and results orientated
- Proven excellent negotiation/networking skills
- Team player, maintaining close working relationships with team and other colleagues to achieve targets
- Strong IT skills

Your experience

Proven experience of delivering prospect research **(E)**

Experience of using data management techniques to support fundraising activity **(E)**

Proven experience of engaging with senior volunteers and /or Trustees to gather data and engage them on prospect research activity **(D)**

Proven experience of writing compelling funding applications **(D)**



Key Responsibilities

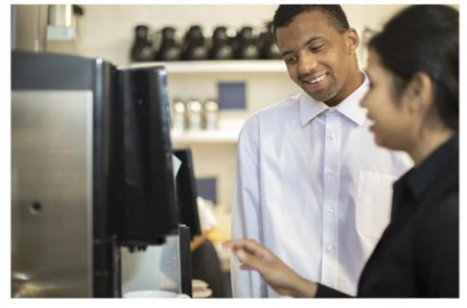
- Create processes which deliver excellent, high quality and relevant research about prospects and donors; ensuring data is well-managed.
- Produce detailed, qualified profiles for existing prospects and donors, ensuring that all relevant data is captured on the database (Alms) appropriately.
- When required prepare briefing notes for the purposes of planning prospect approaches, in advance of meetings and special events.
- Support the team in the development of cultivation and stewardship plans.
- Undertake research to identify new prospective major donors, trusts and influencers.
- Create and manage proactive and reactive research systems across the organisation to ensure that all internal sources of prospective major donors, trusts and influencers are identified and utilised, such as working closely with the corporate team.
- Work collaboratively across the organisation on a networking mapping exercise of: Influencers; Trustees; Vice Presidents, Senior Staff & Volunteers.
- Identify network opportunities with existing supporters.
- Undertake specific prospect research projects, for example, identifying prospects for a specific project emerging from our new strategy or for a key role to leverage growth in our programme.
- Identify opportunities presented by the regional Mencap branches where appropriate.
- Travel with colleagues across England, Wales and NI to engage local influencers; exploring their networks and working together to identify prospects.
- Assist in the production of all reporting required from the database and recommendations of protocols to improve data entry.
- Maintain donor trust and confidentiality at all times.
- Keep abreast of data protection and ensure the team follow best practice.
- Implement and continually develop a prospect research strategy to ensure a steady flow of qualified prospects into the High Value Relationships team pipeline to include maximising knowledge on existing supports and generating new names through referrals from internal networks and external research (for example an annual competitor review).
- Take ownership for the delivery of the quarterly mailings and reporting.
- Manage and solicit gifts from a small portfolio of philanthropy prospects with the guidance and support of the wider team.
- Support the Senior Philanthropy Manager with the development of cultivation and stewardship materials for our major donor programme

About the Role

Hours:
37.5 Monday-Friday.

You will need to be flexible to travel and attend meetings / events occasionally outside of working hours.

Role Profile: Prospect Research Officer



More about the role

Job Title: Philanthropy Officer

Report to: High Value Relationships Lead

Line reports: N/A

Department: High Value Relationships

Location: Hybrid

- On occasion the post holder will be required to travel across the UK and overnight stays may be required.
- Occasionally required to work weekends and attend evening events and meetings.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

What will Mencap give you

24 days annual leave + all UK Bank Holidays

Amazing benefits + pension

Ful support in the role and training

Flexible working options

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246699

Who you can expect to work with

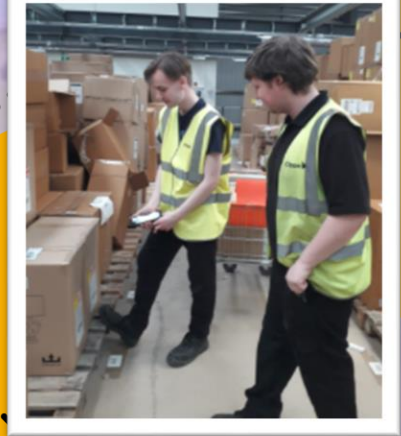
High Value Relationships and wider Fundraising Teams

Senior leaders at Mencap

Colleagues across our delivery Teams

Finance, L&D, and HR Business Partners

Colleagues with a learning disability



Mencap's values and how they apply to this role

We are **Passionate** about making the world a better place

You will have a genuine passion for changing the lives of people with a learning disability.

We are **Inclusive** of everyone

You will work collaboratively and be a positive role model for others.

We are **Brave** we challenge and try new things

You will encourage colleagues and donors alike to innovate, stand up for what they believe in and push boundaries.

We are **Positive** in our work and with each other

You will celebrate successes and share stories about how our supporters are making a difference.

We are **Kind** to everyone

You will be kind, supportive and encouraging to everyone you interact with.