



Job Title	Prospect Researcher
Division	Supporting Britain's Bravest
Location	Aylesford, Kent
Reporting To	Assistant Director of Strategic Development

Overview of the Role

RBLI Charity supports disadvantaged Forces veterans from all over the UK in a dynamic Village HQ, and through an award-winning national employability programme called Lifeworks which reaches unemployed veterans all over the UK.

At this time RBLI is undertaking an ambitious appeal to develop Britain's Bravest Manufacturing Co. (BBMC) one of the largest social enterprise operations in the UK. The role is a key driving force within RBLI's big gifts function. To support this £12.5m campaign RBLI is looking for an experienced prospect researcher with strong event experience.

RBLI's Village and social enterprise factory are memorable places to visit and this is transformative for our relationships with our supporters and customers. Meeting staff and residents brings to life what their donations will be able to achieve. It is important for the Fundraising and BBMC teams to host supporters and customers both current and potential. Our visitors also include senior military personnel and dignitaries.

The postholder will work closely with senior stakeholders internally and externally and will take the lead in ensuring events and charity visits run smoothly and achieve their goals.

Key Responsibilities

- Arrange donor visits and charity tours on behalf of colleagues including making sure presentations are available, internal briefings are prepared for staff members and beneficiaries involved as well as refreshments.
- In advance of briefings and events research prospects (individuals, companies, and Charitable Trusts and Foundations) ensuring that high quality information is collated ahead of invitations, interactions, events and visits.
- Support with meeting materials and presentation preparation ahead of the meeting and ensuring meeting actions are consolidated. Work with the Campaign Manager to ensure that meeting actions are followed up.
- Take the lead with the organisation of events, including dinners, drinks receptions, large meetings, including communications with senior stakeholders involved.
- Provide support with donor and stakeholder communications.
- Ensure a full evaluation of each event is carried out with clear recommendations for future events so we learn from our experiences.

- Advise the lead member of staff on costs and manage budgets for events. Hold and manage a list of suppliers, venues, and caterers who provide good value for money.
- Ensure that donors are thanked quickly and warmly and ideas discussed are consolidated in writing.
- Ensure effective use of RBLI's CRM database Raisers Edge for effective communication and accurate record keeping of gifts ensuring that all contact with donors is co-ordinated.

Main Purpose of the Job

- Desk research on prospects confidently spanning all fundraising disciplines (corporate, individuals and trusts).
- Organising meetings, visits and stakeholder engagement activities.
- Support with stakeholder communications and invitations.
- Prepare briefings and meeting papers for events.
- Record and track donor gifts.
- Arrange and organise donor tours of the charity and high-profile visits.
- Arrange and organise cultivation events, dinners, large meetings, and drinks receptions.
- Ensure the highest quality donor stewardship, relationship and account management across all these activities.

General Responsibilities

- Embrace and live RBLI values – Integrity, Motivated, People First, Accountable, Community and Teamwork = IMPACT
- Comply with all Health & Safety requirements, including carrying out risk assessments
- Adhere to all RBLI policies and procedures
- Undertake any relevant training and development required for the role
- Undertake any other duties as directed by your Line Manager that reasonably falls within the scope of the role

Working Environment

- This role will be office-based at Aylesford.
- Occasional evening meetings with supporters, attendance at fundraising events.

Skills & Experience Required

Essential:

- Experience in a senior role within a busy target-driven office environment.
- Event organisation experience and successful track record of delivering events with clear income or lead-generation goals.
- Experience working with senior contacts, both internal and external, to achieve high-level introductions to new contacts and decision makers.

- Strong verbal communication skills, able to build relationships, make supporters feel appreciated and encourage involvement in events and tours.
- Excellent written communication skills, able to vary written communication style, produce at high quality briefings, and write successfully for commercial as well as individual philanthropic readers.
- Confident in using MS products including Word, Excel, PowerPoint and CRM databases.
- Able to work as part of a team
- Able to see and understand the big picture and contribute effectively to team plans and goals.

Desirable:

- Degree or equivalent qualification
- Experience of organising fundraising events
- Direct experience within a fundraising team in multiple disciplines
- Relevant professional qualifications.

Personal Qualities:

- A professional working manner and clear communication at all times
- Well organised, proactive, enjoys efficiency
- Honesty
- Commercial focus
- Attention to detail and interest in accuracy and quality record keeping
- Able to motivate others and understand wider goals.

Special Conditions:

- To hold a full UK driving licence and be prepared to drive for work and travel to events.
- Willing and able to work occasional weekends or evenings when required.

Note: This job description is a general guide to the above role and is not indicative of all the activities and functions of the jobholder which may vary from time to time according to the needs of the business and as instructed by the nominated Line Manager.