Job description

Job title: Fundraising and Research Executive

Reporting line: Head of Development

Purpose of role: To support the Development team with prospect research, prospect management, events, donor engagement and administrative tasks.

Hours: c 22.5 hours a week. We are open to exploring flexible working opportunities.

About NPC

NPC is a think tank and social consultancy that occupies a unique position at the nexus between charities and funders, helping them to achieve the greatest impact. We are driven by the values and mission of the charity sector, to which we bring the rigour, clarity and analysis needed to better achieve the outcomes we all seek. We also share the motivations and passions of funders, to which we bring our expertise, experience and track record of success. Our consulting services help charities and funders to be more effective and our think tank work provides thought leadership, pioneers solutions and brings people together.

The Innovation and Development team at NPC lead on new strategies, partnerships and projects and also lead on our fundraising activity to support our independent research. We are a small team, and there is plenty of opportunity to get involved with research, events and idea generation.

Responsibilities

The successful candidate will be organised and proactive, with a keen interest in NPC's work. They will have strong time management skills and be able to manage contributions to multiple projects at once. They will be an effective communicator, able to relate with personal credibility to colleagues from across the organisation, as well as senior external stakeholders.

Main duties

* Carry out research and briefings on potential donors. Use own initiative to ensure comprehensive information is available for key meetings and events.
* Help to create snapshot reports from NPC’s prospect management system, identifying opportunities for supporter engagement.
* Draft a variety of high quality letters, communications and presentations, as required, for donors and prospects.
* Source, sort and assimilate information for draft proposals and stewardship documents.
* Provide accurate and comprehensive administrative support, including managing supporter data on Salesforce, and occasional appointment scheduling for senior members of staff.
* Support on organising events, including drafting briefings and invitations.
* Help to staff NPC events where needed (these may occasionally be out of hours).
* Support the management of the pipeline of prospects (updating contact details, keeping a record of meetings and actions).
* Provide reactive support as needed by the Innovation and Development team.

Key skills and competencies

* Graduate degree 2:1 or equivalent.
* Ability to communicate clearly and effectively, both verbally and in writing.
* A high level of discretion in dealing with personal contacts and information.
* Ability to work with minimum supervision and show good judgement.
* Proven organisation and administrative skills.
* Good IT skills. Proficient in Microsoft Word, Excel and PowerPoint, with the ability to learn new programmes quickly.
* Good desk research skills and ability to summarise information.
* Excellent attention to detail and the ability to take projects to completion.
* Effective team worker, who can also work independently when needed.
* Strong interpersonal and customer service skills and the ability to build good working relationships within NPC and with funders and partners.
* A confident attitude and willingness and enthusiasm to take on new tasks as needed.
* Good time management skills, ability to prioritise tasks and manage multiple deadlines.
* An understanding of NPC’s mission, and a passion for, and commitment to, working in the charity sector. Desirable experience:

Desirable experience

* Prior experience of working in a fundraising environment.
* Experience of prospect research and working with a prospect management system.
* Knowledge of a broad range of fundraising methods.
* Experience of planning for and delivering events.
* An understanding of philanthropy in the UK.
* Experience of working with a relationship management database such as Salesforce or Raisers Edge.