

JOB DESCRIPTION	
Job Title	Prospect Researcher
Department	Development & Alumni Relations Office Guildhall School of Music & Drama
Grade	C
Location	Guildhall School of Music & Drama
Responsible to	Senior Development Manager (Trust)
Responsible for	n/a

Development and Alumni Relations at the Guildhall School

The Development & Alumni Relations Office (DARO) in the Advancement Division at the Guildhall School is responsible for securing revenue and capital income from a wide variety of philanthropic sources including individuals (major gifts and regular giving programmes), grants from trusts and foundations, legacy gifts, corporate support, and fundraising events.

It is also responsible for managing and growing mutually beneficial relationships with alumni of the School, Fellows, and other supporters.

The team works closely with academic and administrative departments across the School, partner organisations, the Guildhall School Trust, the Board of Governors, and other senior volunteers to maximise support for the School, its students, and alumni.

Purpose of Post

The post-holder will focus on prospect research, information management and reporting. The role will also work closely with and support Development in identifying and developing long-term relationships with potential donor prospects. As with every member of the team, the Prospect Researcher will be committed to providing the highest level of service to external and internal stakeholders.

Key Relationships

- Senior Development Manager (Trust) (Line manager)
- Deputy Head of Development Head of Development and the Development & Alumni Relations team
- Other Advancement members
- External and internal stakeholders, such as staff, students, and senior volunteers
- Alumni, fellows, former staff, current staff, students, parents of students, supporters, and donors

Main Duties & Responsibilities

Prospect research

1. To be responsible for the overall management of all aspects of prospect research information and to use this to support, inform and advise on the School's relationship-based fundraising and engagement activities, ensuring that they are as effective and efficient as possible
2. To carry out research using a full range of sources in order to obtain relevant information that can contribute to proposals, applications, cultivation strategies, fundraising, communications, and benchmarking activity
3. To qualify major gift prospects by researching and analysing their connections to the Guildhall School and to other organisations, their philanthropic interests, their wealth and giving potential, their networks, and their propensity to support the School
4. To propose creative and innovative approaches for qualifying major gift prospects by testing their affinity within existing and new fundraising programmes and engagement activity
5. To develop and implement strategies for acquiring new prospects and their networks in order to ensure the ongoing development, expansion, and renewal of the School's prospect pool
6. To analyse data returns – e.g. wealth screenings and other reports – and use this to inform research strategy and the qualification of prospects
7. To work closely with the DARO Team on the management of active prospect portfolios – including prospect allocations –
8. To conduct due diligence research as required, recording the outcomes of decisions on Gift Acceptance, and advising on policies and processes

Briefing and reports

9. To develop, implement and manage systems and procedures to meet the qualitative information needs of the fundraising team, senior management, and senior volunteers in support of the cultivation of prospects and the solicitation of major gifts
10. To prepare detailed and up-to-date research briefings on prospects and/or groups of prospects for fundraising staff, senior management, and senior volunteers in advance of approaches and events in order to inform and progress fundraising and engagement activity

11. To create and produce regular reports in order to monitor the prospect and proposal pipelines and to prepare relevant papers for the Prospect Management monthly meetings.

Data management

12. To record information and prospect research efficiently and effectively in the School's external relations database (Raiser's Edge) and to be responsible for the accuracy and appropriateness of the information recorded, ensuring that it is compliant with data protection legislation
13. To improve the quality of data held on Raiser's Edge through regular data input and amendments especially recording and updating contact information, consents, event attendance and biographical notes.
14. To ensure that all prospect research and qualitative information is compliant with data protection protocols in line with the School's statutory responsibilities and to respect the confidentiality of all data subjects

Sector knowledge and best practice

15. To ensure that DARO is at the forefront of current trends and best practice in prospect development, research, and qualitative information management
16. To monitor latest developments in research sources and to manage the School's qualitative and quantitative information resources for fundraising, including the identification and selection of information sources and information service providers
17. To establish and maintain a working library of research resources for the benefit of the role and the DARO team as a whole

Other

18. To maintain good relationships with staff at all levels in the academic and administrative departments of the Guildhall School, students, Governors, Trustees of the Guildhall School Trust and Development Fund, and external supporters and stakeholders
19. To work at School events organised by Development including g at various School performances, events, and external functions outside usual working hours
20. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

21. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
22. To undertake any other duties that may reasonably be requested appropriate to the grade

PERSON SPECIFICATION	
Job Title	Prospect Researcher
Department	Development & Alumni Relations Office Guildhall School of Music & Drama
Grade & Level	C
Trent Position Number	{19D0127/001}

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

Essential:

- Substantial knowledge of prospect research methods and data sources as well as donors' needs and motivations (A, I)
- Experience of working with Customer Relationship Management (CRM) databases in a fundraising environment (e.g. Raiser's Edge), and excellent data management skills (A, I)
- Excellent communication skills (written, verbal, presentation and listening) (A, I)
- Extensive investigative, research and analytical skills (A, I)
- Ability to work accurately with numbers and analyse numerical data (A, I)
- Ability to organise and manage a diverse range of assignments and projects with high efficiency, yet excellent attention to detail (A, I)
- Ability to analyse and synthesise data from a wide variety of sources and present the information in a clear summary (A, I)
- Ability to handle sensitive and confidential information appropriately and with discretion (A, I)
- Effective time management, organisation, prioritisation, and planning skills (A, I)
- Ability to adjust to changing priorities and meet deadlines (A, I)
- Excellent knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint (A, I)
- Educated to degree level or equivalent (A, I)

Desirable:

- Awareness of the Institute of Fundraising's Codes of Fundraising Practice or equivalent (A, I)
- Good working knowledge of the Data Protection Act and tax-efficient giving (e.g. Gift Aid) and their implications in development work (A, I)

Experience Required

Essential:

- Knowledge of charitable giving trends and donors to higher education and arts in the UK and internationally (A, I)
- Significant experience of researching and qualifying potential donors or sponsors and of supporting fundraisers in creating prospect pipelines and cultivation strategies (A, I)

- Experience of interrogating and analysing information in Customer Relationship Management (CRM) database (A, I)
- Experience of using Raiser's Edge (A, I)
- Experience of providing briefings and reports (A, I)
- Able to act as an external ambassador for the Guildhall School and its activities (A, I)
- Effective and dynamic team player with good interpersonal skills (A, I)
- Able to develop and sustain relationships with Guildhall School colleagues and students (A, I)

Desirable:

- Experience of working in a Higher Education environment or the arts (A, I)
- Good understanding of the strategic role of development, supporter and alumni relations within a major international institution or organisation (A, I)
- Have an awareness and sensitivity to the distinctive issues faced by the School's students and graduates and able to respond imaginatively to the challenges that these create (A, I)
- Interest in the performing arts, particularly music and theatre (A, I)

Other Relevant Information e.g. working hours or desirables (only if applicable)

35 hours week per week. Regular out-of-office-hours working in order to meet with supporters and colleagues and to represent the School at performances for which time off in lieu may be available

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information, criterion marked (I) will be assessed in interview and those marked (T) will be assessed during a test in the interview process.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge, and experience contained in this person specification.

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £31,740 - £35,540 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

This post is on a Permanent basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months' notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation