



Prospect Researcher Job Description

Job Title	Prospect Researcher
Department	Fundraising
Reports To	Legacy and In Memory Manager
Contract Type	Permanent
Salary	c£30,000

Job Purpose

A pivotal role as part of a newly established income stream, the postholder will play an important part in building high value fundraising for The Air Ambulance Service. The Prospect Researcher will work closely with the Major Donor Manager and the Legacies and Trusts Administrator to build, develop, and monitor a pipeline of prospects for high value gifts.

Key Responsibilities

- Develop and maintain a prospect pipeline using a range of sources in line with GDPR to research relevant information.
- Produce high quality and insightful research on prospects to support the Major Donor Manager and Trusts fundraiser to meet their objectives and financial targets.
- Conduct due diligence on donors and prospects to ensure gifts are in line with the appropriate policies and legislation.
- Build cross-organisational relationships to identify opportunities.
- Ensure the database is kept up to date.

Compliance Responsibilities

All colleagues hold additional responsibilities regarding:

- Health & Safety and Environment.
- Safeguarding
- Data Protection
- Equality, Diversity, and Inclusion
- Quality

You are expected and encouraged to raise and escalate appropriately any potential breaches or areas for improvement regarding the above.

Person Specification

- Demonstrable evidence of behaviour in line with the core values of TAAS throughout career to date.
- Collaborative approach to achieving departmental and wider organisational objectives.
- Passion for the work that TAAS does.
- A flexible approach to allow adaptability to the changing needs of the organisation.
- Experience of researching at a high value level.
- Strong analytical skills to identify propensity to give and affinity to cause.
- Good knowledge and understanding of GDPR, Fundraising Regulations and all other ethical checks and compliance issues in regard to fundraising.
- Experience of using a fundraising or customer relationship management database and/or creating or managing systems to support prospect pipeline management.

Any other information required:

- N/A