

Role Description

Chapter Member – Partner



Prospect Researcher

This role sits within the Partner Chapter and is supported by the Chapter Lead.

Salary range: £ 32,513 - £37,000
Step B

Hours: 35 per week

Location: Home-Based

Disclosure Level: Basic

About the Partner Chapter

To achieve our ambitious plan of reaching all deaf children as early as possible, National Deaf Children's Society (NDCS) cannot work alone. We need to have the ability to seek out and develop mutually beneficial relationships with a variety of audiences and key strategic partnerships with a range of organisations. This is where the Partner Chapter adds value to our organisation. We have the core skills to seek out, negotiate and develop key partnerships which in turn enable our charity to achieve its strategic goals.

About the role

As a Chapter Member at the National Deaf Children's Society, you'll be in a Chapter of like-minded and skilled specialists, experts, and emerging experts who value and respect each other's contribution. Chapters are self-organising, and every member has a vital role to play, sharing their skills, knowledge, and experience and learning and developing together.

With a specialism in Prospect Research, you'll play a pivotal role in developing our fundraising portfolio and in driving income growth across high-value fundraising. Sitting within the Partner Chapter this role will be central to building robust pipelines and unlocking new opportunities across philanthropy and partnerships. The successful candidate will deliver high-quality, insight-led research to support fundraising strategy and decision-making. Working closely with senior stakeholders and philanthropy colleagues, they will help identify and prioritise prospects, inform cultivation strategies, and strengthen the pipeline.

This is a highly collaborative role, combining excellent research skills and stakeholder engagement. You'll collaborate across the organisation to understand business aims and objectives to yield new opportunities for NDCS to achieve our long-term strategic goals.

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Alongside this there will be times when you will use your skills, knowledge and expertise to work in squads of between six to nine people on exciting and customer focused initiatives. This involves following agile values and principles and working collaboratively with the product owner and colleagues to deliver on the strategic objectives and value for our customers. You'll be given direction on what needs to be achieved and the freedom to achieve it.

What a day in the life of a Prospect Researcher might look like:

- Undertaking detailed desk-based research into individuals and corporate foundations to identify prospective major donors and philanthropic partners for NDCS and DCW.
- Analysing financial capacity, philanthropic interests, networks, affiliations and giving history to assess suitability and potential
- Developing and maintain accurate prospect profiles, wealth indicators and ratings to support prioritisation and portfolio management
- Producing high-quality written briefings, profiles and talking points for meetings, events and solicitations
- Support the Major Donor strategy by providing insight into supporter motivations, interests and links to NDCS's or DCW's work
- Tracking news, trends and updates relating to high-value prospects and current donors
- Maintaining accurate records on the CRM system, ensuring data quality, consistency and confidentiality
- Working collaboratively with major donor, corporate and trust colleagues to shape donor pipelines
- Keeping up to date with sector trends in prospect research, philanthropy and data ethics
- Communicate clearly with key stakeholders, chapter members and squad members.
- Reflect on progress and performance - always looking to improve and keep momentum.
- Sharing wisdom, experience, and knowledge to upskill colleagues within the chapter.
- Work in squads and on operational tasks as well as contributing to evolving 'centre of excellence' for your skill set.

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Who are you?

- You're passionate about working as part of a team and sharing and developing your skills, knowledge, and expertise in a collaborative environment
- You're able to work proactively, including using your own initiative to problem solve.
- You are curious, meticulous and detail oriented.
- You enjoy research and analysis and find satisfaction in identifying opportunities.
- You have a can-do attitude and are focused on achieving outcomes, always looking at the bigger picture
- You're happy to share your thoughts, skills, knowledge, and experience
- You have an open mindset and embrace new concepts and ideas
- You're a natural collaborator and embrace both giving and receiving growth-based feedback to support personal development
- You're adaptable within a changeable environment
- You thrive in an agile delivery environment.

What will be in your toolkit?

- Proactive with proven experience in undertaking desk-based research to identify prospective individual and organisational donors.
- Strong analysis skills to assess donor potential and to ensure partners are aligned with NDCS values.
- Proven written communication skills and in developing written briefings for solicitations.
- Demonstrable ability to develop and maintain accurate and unbiased prospect profiles to enable prioritisation and decision making
- Proven experience in maintaining accurate records in line with current regulations on a CRM system to ensure data quality and consistency.
- Strong digital skills and a sound understanding of agile values and principles or willingness to develop this understanding quickly once in post
- A commitment to the organisation's culture
- Ability to develop relationships across the organisation
- Comfort with ambiguity
- Bravery, courage and an appetite for risk taking

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- An exclusive focus on customers
- An enthusiasm for giving and receiving continual feedback.

What will you bring?

- A can-do attitude and focus on achieving positive outcomes.
- Willingness to share thoughts, skills, knowledge, and experience.
- An open mindset, embracing new concepts and ideas.
- Natural collaboration skills, coupled with clear communication.
- Capability to adapt within a changeable environment.
- Desire to learn agile principles, and to thrive within an agile project environment.
- Strong digital skills (Microsoft 365)
- Ability to learn from mistakes and unafraid of failure.
- Enthusiasm for giving and receiving continual feedback.
- Passion for continuous improvement - reflecting on progress and performance.

Person Specification

Prospect Researcher



National
Deaf Children's
Society

Essential Criteria		How it is measured
<i>A – Application I – Interview T – Test or Presentation Q – Qualification</i>		
1.	Proven experience working in undertaking high-quality desk-based research to identify prospective individual and organisational donors to develop the pipeline.	A/I
2.	Demonstrable analysis skills to assess donor potential and to ensure partners are aligned with NDCS values.	A/I
3.	Proven written communication skills and in developing written briefings for solicitations, events and meetings.	A/I
4.	Demonstrable ability to develop and maintain accurate, up to date and unbiased prospect profiles to enable prioritisation and decision making.	A/I
5.	Proven experience in maintaining accurate records in line with current regulations on a CRM system to ensure data quality and consistency.	A/I
6.	Excellent communication and interpersonal skills, with a proven ability to manage up.	I
7.	Comfortable working in an agile development environment (sound understanding of agile values and principles).	I
8.	You're passionate about working as part of a team and sharing and developing your skills, knowledge, and expertise in a collaborative environment.	I
9.	You have a can-do attitude and are focused on achieving outcomes	I
10.	You have an open mindset and embrace new concepts and ideas	I

Desirable Criteria		How it is measured
<i>A – Application I – Interview T – Test or Presentation Q – Qualification</i>		
1.	BSL Level 1 or above, a good level of deaf awareness and/or working towards BSL level 1 or above. Understanding and experience of deafness and British Sign Language skills or a willingness to learn.	A/Q