

# JOB DESCRIPTION

<b>Job Title</b>	<b>Fundraising Prospect Researcher</b>		
<b>Reports to</b>	<b>Associate Director, Operations and Donor Relations</b>		
<b>Department</b>	<b>Advancement</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>2</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

The Advancement team is engaged in developing life-long relationships with our students and alumni and delivering fundraising activities to support London Business School's ambitious growth and to secure its position in the premier league of business schools.

The Advancement team is formed of the Alumni Engagement, Giving, Campaign and Operations & Donor Relations teams under the leadership of the Associate Dean, Advancement.

The alumni community links more than 47,000 alumni in more than 130 countries. The School provides alumni with a range of services including access to an extensive range of online services including library databases and contact information for alumni, students and faculty via LBSHub. Alumni interests are represented by the Alumni Council made up of 25 elected alumni together with five representatives of the School, including the Dean.

The Giving team raises the philanthropic funds needed to support the School's ambitious growth and to secure its position in the premier league of business schools. It works closely with the Dean, faculty, alumni, friends, corporates, foundations and others to secure funds needed to support faculty chairs, research initiatives, scholarships and campus development.

In 2016 the School closed a highly successful comprehensive fundraising campaign two years early, having surpassed its original target of £100m by more than 25%. Building on the success of this campaign, we recently launched our next school-wide fundraising campaign *Forever Forward*, aiming to raise £200m in support of our world-class faculty, research, learning facilities and student scholarship.

## Job Purpose

The Prospect Development team is vital in helping the School to prepare for the next stages in our fundraising strategy and *Forever Forward* campaign. This role will contribute to the Advancement's growing programme of fundraising prospect research (a technique through which fundraisers, fundraising teams, and nonprofits gather relevant information about potential donors) by providing key insight into alumni, donors, prospects and friends of the School. This role requires working proactively in a fast-paced and dynamic environment to deliver key insight into alumni and supporters.

This entry level administrative position will suit an individual who is looking for a varied rounded role. The successful candidate will have a strong attention to detail, be organised, entrepreneurial and adaptable. This position will appeal to someone who enjoys writing; undertaking search across publicly available resources; data and analysis.

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Key areas of accountability:

#### **Delivery and Support**

- Provide high quality and accurate biographical briefings (biogs) on alumni, donors, prospects and friends for events, trips and meetings in a format and style appropriate to the audience (e.g. fundraisers, senior leadership and Faculty).
- Check press coverage on a regular basis to track any news mentioning the School, key alumni, donors, prospects and friends.
- Support the Prospect Development team by updating key prospecting information on our alumni, donors, prospects and friends (such as employment information, connections with other alumni and philanthropy) on Raiser's Edge alumni database.
- Provide more general administrative support to the Prospect Development team. This includes data entry/data cleansing, pulling queries from alumni database, organising excel lists and other ad hoc projects.

- Provide administrative support to the Associate Director, Operations and Donor Relations.

### **Analysis and Reporting**

- Gather biographical, professional and philanthropic information on individuals, companies and charitable trusts using a variety of publicly available resources (e.g. google and LinkedIn), business intelligence platforms (e.g. BoardEx, PitchBook, BvD databases) and news monitoring databases (e.g. LexisNexis and Factiva).
- Proactively identify new prospective donors using above mentioned resources.
- Undertake the analysis and assessment of gift capacity ratings on ultra-high net worth (UHNW) alumni, donors, prospects and friends.
- Work with Raisers' Edge database to pull queries and provide insight that will help us build great relationships with our alumni, as well as maintain detailed and accurate records, in compliance with GDPR legislation.

### **Process Improvement**

- Proactively review relevant processes and systems within own area of work and make suggestions to improve efficiency.

### **Change Management**

- Champion change by role modelling the behaviour expected from all colleagues, act in a resilient manner when responding to change, and proactively look for opportunities to support change to help embed it in the team and/or department.

### **KPIs:**

- High-quality support service provided to all stakeholders, ensuring excellent information flow between Prospect Development team and others within the Advancement department.
- Production of high-quality materials such as biogs, briefings and data queries/reports.
- Timely response to and resolution of enquiries, requests and issues.
- Accuracy and integrity of data in business systems.
- Development of strong working relationships within and outside the team, and positive feedback from colleagues.
- Compliance with processes, procedures and standards.

### **Knowledge/Qualifications/Skills/Experience required**

- Ability to multitask, self-prioritise and manage multiple projects at once.
- Organised, entrepreneurial and creative with strong problem-solving skills.
- Excellent oral and written communication skills, with the ability to communicate effectively to a range of audiences.
- Good attention to detail.
- Good knowledge of Microsoft Office, especially Excel. Ability to run pivot tables, VLOOKUP and other functions and formulas [desirable].
- Experience of using Raiser's Edge [desirable] or a CRM database.

- General understanding of GDPR and data protection [desirable].

#### Resources including team management

<b>Staff</b>	
<b>Budgets</b>	
<b>Date Updated</b>	<b>24 March 2023</b>