



RESEARCHER & MAJOR GIFTS EXECUTIVE

Salary: £25k

Contract: Fixed term contract 12 months, 37.5 Hours per week

Location: Waterloo, London

The Outward Bound Trust

The Outward Bound Trust is an educational charity that helps young people defy their limitations through learning and adventure in the wild.

Our fundraising team raises over £4.5m a year. This provides bursary support for disadvantaged young people to attend our residential courses – and for capital requirements across The Trust. The team of 15 are based at either head office in Hackthorpe, Cumbria; London or Glasgow.

Purpose of the job

Outward Bound is 80 this year and we are launching an 80th anniversary campaign to help us fast track our recovery from the pandemic and reach the young people who need us the most right now. This campaign will involve a number of key initiatives, including high value events. By September 2023, we want to be serving well over 25,000 young people a year with one of life-changing courses. Growing our donor base is key to delivering these plans.

In order to achieve this, we must enhance our research capacity. High-quality research is essential in the recruitment and retention of donors. Our goal is to increase our pool of supporters to provide the voluntary funding we require, particularly from High Value Individuals, but also Corporates and Trusts & Foundations.

This is an exciting opportunity for a creative and self-motivated individual to help build a prospecting programme within a national charity to help meet our fundraising goals.

Job description

In a nutshell....

As Researcher and Major Gifts Executive you'll be responsible for helping gather intelligence and data to enable us to implement and move our fundraising campaign to the next level.

Your responsibilities will include...

- Research and identify significant numbers of prospects of high net worth individuals to support the work of The Outward Bound Trust.
- Gather and manage information on prospects for support of Outward Bound.
- Research and develop a file of donors and prospects.
- Contribute to and identify major giving opportunities.
- Develop and contribute to proposals and report on Outward Bound strategies.
- Work with the Head of Major Gifts, Director of Development and Big Rappel Project Lead to identify future support, especially from high net worth individuals
- Ensure compliant collation of information in line with GDPR regulations
- Provide briefing papers for senior members of staff

Person specification

Skills and knowledge

You'll need:

- Ability to show experience and/or expertise in detailed research (can be outside workplace)
- Working knowledge of MS Office applications, Word, Outlook Excel and good IT skills
- Strong administration and written communication skills
- Analytical awareness

Behaviours and attributes

- Proven team player, willing to accept additional responsibility, show initiative, help out where needed and proactively work to exceed targets
- Meticulous attention to detail
- Excellent planning and prioritising skills to manage a varied and pressurised workload, while focusing on the strategic goals
- Highly organised and committed to the role
- Diplomatic and discreet
- Persuasive and able to build objective lines of argument/rationales for action
- Open to new approaches and alternative means in order to accomplish results
- Works autonomously

If we offer you the job

There is a three-month probationary period from your start date.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits

Starting salary £25,000 for a 37.5 hour week. Fixed term contract of 12 months.

- Annual leave of 24 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance while at work or commuting.
- Cash plan healthcare (currently Medicash) on application after completion of probation.
- Pension Scheme (currently Standard Life): Auto-enrolment after three months.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
- Cycle to work scheme.

How to apply

If you think we've created a job that uniquely fits your talents and interests, please send us your current CV (no more than 2 sides please) and an email or letter (one side maximum) letting us know why this job is right for you.

You've got until 31 October 2021 to apply. Interviews will be held online and then in person in November. Applications to: workforus@outwardbound.org.uk