**JOB DESCRIPTION**

**Job Title**

Prospect Research Specialist

**Grade D**: **£33,595 - £40,769 depending on experience**

**Group** Professional Services

Head of Development

**Line Manager**

**Type of Position Individual Contributor**

**Main Purpose of Job**

To support the Head of Development to establish a Development Office to manage our existing and prospective relationships with donors.

To provide support to the Head of Development in researching prospective and existing donors, scoping funding opportunities and the smooth day to day running of the development office.

**Main Duties of Postholder**

* Support the establishment of the database of donors and prospective donors and manage and update the database in a timely and accurate fashion.
* Proactively research and build a pipeline of prospective donors and philanthropic opportunities.
* Research and present new fundraising opportunities in all areas, such as Trusts and Foundations, Corporate and Institutional Giving, and Individual Giving.
* Assist the Head of Development with preparing funding proposals and reports.
* Undertake Trust and Foundation grant administration, including writing applications, acquittals and receipts.
* Undertake donor administration including thank you letters and stewardship.
* Write and update any fundraising materials on the website and in printed form.
* Assist the Head of Development with diary management, meeting preparation and minute taking.
* Support the Development Office in any way appropriate in order to fulfil the key responsibilities of the office, and assist in digital, out-of-hours or after-hours activities and events as required.

**Person Specification**

**Education/Experience/Skills**

**Essential**

* A keen interest in the challenges that the James Hutton Institute seeks to address.
* Excellent organisational and time management skills with flawless attention to detail.
* Experience in prospect research, fundraising, relationship management or marketing.
* Proven written and verbal communication skills, excellent telephone manner.
* Proven track record in administrative tasks.
* Knowledge of development or customer databases.
* An ability to act with discretion and tact.
* Self-motivated, determined and efficient.

**Desirable**

* Ability to use development or customer databases. Experience of Raiser’s Edge would be an advantage.
* Proficiency in design software.

**Additional notes/Requirements**

* You must have the right to work in the UK.
* Interviews are expected to take place in June 2023.