



Applicant Information Pack

Closing date

9am Friday 17 May 2024

Interview date

Wednesday 29 May

Develop and produce a range of regular and ad-hoc reports, statistics and analyses to monitor and drive strategic increases in philanthropic and commercial hire income, including reports for F&GP, RCM Council and Directorate.

Ensure the Development programme is informed and continuously improved by learnings from data analysis and benchmarking.

Develop and implement systems for the collection, storage and retrieval of data to improve data integrity and quality.

Manage the import and export of existing data, including importing student, alumni and commercial data into the database.

Ensure robust processes for philanthropic and commercial income administration to ensure a positive supporter experience and to facilitate effective financial reporting. Ensure data and income are reconciled between RE and the Finance system

Lead on the cleansing and deletion of data in line with the department's data retention policy.

Deliver training for new and existing members of staff on RE and information management, to ensure they have the skills and tools to maximise the potential of the database. Provide regular RE training to all users as required. Develop and maintain RE procedures and documentation for use by the Development team and other RCM colleagues.

Ensure fundraising and commercial hire processes are compliant with the relevant data protection legislation other relevant fundraising regulation requirements.

Work with external vendors (e.g. Blackbaud) to ensure that software used by Development remains compliant and fit for purpose. Ensure that the RCM is compliant with Data Protection, Gift Aid and other relevant fundraising regulation.

Prospect Research

Manage the identification and analysis of potential donors and clients (high net worth individuals, corporations and charitable foundations), growing the portfolio of potential donors and clients at all levels.

Use public domain resources and internal RCM records to identify and assess the capacity and propensity of potential supporters to make a major donation to the RCM.

Devise strategies for identifying new prospects and commercial hire clients to ensure the ongoing development, expansion, and renewal of the prospect pipeline, to which the RCM will turn for current and future support.

Proactively advise fundraisers on how to contact, engage and involve -3(g d)-8(eOOS 57.72 308.45 TmO gO G(s(su)4(p)-5(p)-5(o)

Travel

Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of

About Us
