Volunteer Prospect Researcher

**VACANCY:** We have 2 Prospect Research Volunteer positions available within our fundraising team.

**Location:** Work from home – desk based research

**Length of contract:** 12 months minimum

**Hours of work:** minimum 8 hours per week, there may be occasional evening and weekend meetings.

**Reporting to:** John Shepherd – CEO

**Are volunteer expenses available?** Yes

**Duration of role:** Ongoing / Long term

**Starting date:** ASAP

ABOUT US

Established in 1998, Trailblazers is a national charity set up to mentor young offenders (18-25), with the primary objective of helping to reduce their re-offending. Through weekly 1 hour, 1:1 mentoring sessions – both inside prisons and “through the gate” once they are released – we aim to educate, encourage and inspire our mentees to change their future and make a positive impact on their communities.

ROLE DESCRIPTION

As a Prospect Research Volunteer, you will work across the team to research and identify potential major donors, grant funders and companies who might support the organisation with large gifts.

KEY RESPONSIBILITIES

The role will support the major donor campaign with influential or wealthy individuals, trusts, companies, and events by:

* Carrying out desk research using a variety of journals, newspapers, social media channels, local resources and the internet to identify prospects
* Researching and analyse potential donors/partners/events, prioritise them and create prospect pipeline
* Liaising with supporters, prospects and other stakeholders
* Delivering research biographies to the fundraising team
* Assisting the team in organising events (desirable)
* Working with our fundraising database to add or analyse records

PERSON SPECIFICATION

No experience is necessary; however, we ask that you:

* Take initiative and work under own direction
* Can plan and organise your workload
* Be computer literate
* Attend a monthly meeting to discuss as a team how things are going, and decide on priorities

Helpful experience might include the following but they are not essential:

* Regularly reading the financial pages in the newspaper
* Some business background or managing your own pension portfolio
* Some experience of research
* Knowledge of fundraising and different audiences
* Have researching skills from elsewhere – Gathers and disseminates comprehensive information e.g. research as a university student
* Have good analytical skills and some familiarity with databases
* Teamwork- you’ll work as part of a team to research, identify and prioritise prospects and activities

WHAT TO EXPECT FROM US

* Induction & training
* Comprehensive policies and procedures
* Ownership of your project and the charity
* Impressive skills to add to your CV and a reference if/when you need it
* A fun, creative volunteer experience
* The opportunity to use existing skills and develop new ones

**Previous skills / qualities associated with the role which you may have experienced.** Any of these would be helpful: Administration, Commercial Awareness, Customer Service, Fundraising, Leadership, Marketing and PR, Oral Communication Skills, Research, Team Working, Written Communication Skills

Please email all application forms to [info@trailblazersmentoring.org.uk](mailto:info@trailblazersmentoring.org.uk) by **5pm 8th February 2021**