

Philanthropy Research Officer

CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.

Context

We are building a church-based movement against poverty, delivering the right messages at the right times to inspire action and support. Our goal is to strengthen the CAP supporter and church movement to "Face it, Fight it, End it - Together."

We inspire our supporters to give, act, and pray, demonstrating hope to those burdened by debt and poverty. We highlight how God uses CAP to mobilise people and churches, transforming lives, churches, communities and society itself.

We are driven to raise the necessary funds and partnerships needed to achieve CAP's vision of transformed lives, thriving churches, and an end to UK poverty. We collaborate with other fundraising and communications teams to provide a fantastic and rewarding supporter experience.

Purpose

The Philanthropy Research Officer, reporting to one of the Philanthropy Leads, is responsible for providing high-quality research and analysis to support CAP's philanthropy team in securing major gifts from trusts, foundations, and high-net-worth individuals. The Philanthropy Research Officer will identify, evaluate, and prioritise potential funders aligned with CAP's mission, enabling the team to develop compelling proposals and build strong relationships.

Along with seeking direct support for the organisation Christians Against Poverty, there is also an expectation for the postholder to support the raising of funds for the wider movement, particularly for local Church frontline partners.

Personality

We are highly driven, passionate, strategic, fun, adaptable, visionary and professional.

Passion

Our supporters are more than donors, they are a crucial part of the work we do. We are passionate about ensuring our supporters feel connected, engaged, inspired and committed to tackling poverty in the UK through CAP. We want to give our supporters the best experience of Christians Against Poverty.

Role

Accountabilities:

Prospect Research and Identification

- Conduct in-depth research to identify potential grant-making trusts, foundations, and high-net-worth individuals whose philanthropic priorities align with CAP's work in debt counselling, money management education, and job clubs.
- Utilise a variety of research tools and databases (e.g., Charity Commission website, Companies House, subscription databases) to gather information on funder priorities, giving history, financial status, and key decision-makers.
- Proactively identify emerging funding trends and opportunities within the philanthropic sector.
- Maintain and update a comprehensive database of potential funders, ensuring data accuracy and completeness.

Funder Analysis and Evaluation

- Analyse funder guidelines, application processes, and reporting requirements to assess eligibility and suitability for CAP's projects.
- Evaluate the potential impact and alignment of CAP's projects with funder priorities, providing clear and concise summaries to the philanthropy team.
- Assess the financial capacity and giving potential of identified prospects.
- Develop detailed funder profiles, highlighting key information and insights to inform the development of tailored funding approaches.

Proposal Support and Development

- Provide research support to the philanthropy team in the development of compelling funding proposals, including background information, statistics, and evidence-based arguments.

- Assist in the preparation of briefing notes and presentations for meetings with potential funders.
- Contribute to the development of case studies and impact reports showcasing CAP's work.

Relationship Management Support

- Contribute to the development of personalised communication strategies to cultivate and maintain relationships with key funders.
- Support the philanthropy team in tracking and reporting on funder engagement and outcomes.

Data Management and Reporting

- Maintain accurate and up-to-date records of research findings, funder interactions, and funding applications using the organisation's CRM system.
- Generate regular reports and analysis on fundraising performance and prospect pipeline.
- Contribute to the development and implementation of data management policies and procedures.

Philanthropy Team Membership

- A member of the Philanthropy Team of our Mission and Movement Directorate.
- Providing peer support with other members of the Philanthropy Team, fostering a high-performing and collaborative environment.
- Ensure the timely submission of funding applications and effective stewardship of grant and donor relationships.

Measurable Outputs:

- Deliver research reports in a timely fashion with a high degree of accuracy.
- Accurate and up to date recording on the CRM system.
- When required, provide high quality funding applications for use by the team.

Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.

- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the charity.

Other responsibilities include:

Being willing to pray with staff and fully engaged with our Christ-centred culture.

- Encouraging friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at CAP staff conferences.
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

Person

Education:

Essential:

- HND level or equivalent experience of critical thinking

Desirable:

- A relevant qualification in fundraising/marketing or equivalent in a relevant discipline (communications, sales).

Experience:

Essential:

- Experience in fundraising research within the charity sector.
- Proven research and analytical skills, with experience in gathering and interpreting complex information.

- Excellent written and verbal communication skills, with the ability to present information clearly and concisely.
- Knowledge of fundraising databases and CRM systems and Salesforce in particular.

Desirable:

- 3 years experience of providing philanthropy-based research
- Experience in the christian charity sector.

Skills/ Abilities:

- Strong attention to detail and accuracy.
- Proficiency in using research databases and online resources.
- Ability to work independently and as part of a team.
- Strong organisational and time management skills, with the ability to manage multiple tasks and deadlines.
- Understanding of the UK charitable sector and fundraising landscape.
- Understanding of grant writing.
- Proactive and self-motivated.
- Team player with a collaborative approach.
- A person of integrity and discretion.

Christian Commitment:

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values.
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

All adults working in or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes:

- A responsibility to ensure a safe environment in which CAP services can be delivered.
- Identifying children and adults where there may be safeguarding concerns.
- Following the CAP *Safeguarding policy* in addressing any concerns appropriately.