

Prospect researcher - home office based

What we do

Fundraising Research & Consulting is Australia and NZ's only independent prospect research company, providing data screening, profiling and training services to not for profit clients in all sectors including arts, education, health and welfare. We get lots of great feedback from our clients telling us how useful our services are in helping them to raise more money for a whole range of great causes. You can see a list of some of our clients and more information about what we do on our website <https://www.fundraisingresearch.com.au/>

About this opportunity

We need an experienced researcher to work with us delivering our core research products to a range of clients, to manage key client relationships and work with us in the ongoing development of our services. Our current main services include

- Wealthscan - a data screening service to identify potential major donors
- Giftsearch - a subscription database of Australian donations
- Profiling - in-depth research briefings on individuals, companies, and foundations

The person who joins us in this role will:

1. Deliver Company services to clients, including but not limited to data screening and prospect profiling
2. Act alongside the Research Manager as one of the main contacts for the company's client base in Australia and New Zealand
3. Take a role in the company's sales, marketing, and promotional activities in Australian metropolitan markets, including making client visits, primarily in Sydney and Melbourne
4. Work with the Research Manager and the Director to consolidate, improve, and increase the company's product offerings
5. Maintain good working relationships with the company's formal and informal partnership network
6. Maintain the company's commitment to excellence
7. Carry out other functions as required

And will assist the Research Manager and the Director by contributing to the strategic and management functions of the company including:

1. Developing annual strategic priorities and targets for the company
2. Monitoring the company's performance against priorities and targets to ensure that they are successfully realised
3. Co-ordinating workflow to ensure commitments are met
4. Potentially participate in developing the company's reputation as a thought leader in the sector via conference presentations and other appropriate means

Our ideal candidate

The appropriate candidate for this role will be an experienced fundraising or prospect research professional with expertise in prospect research/prospect management (**experience in these areas is essential**). They will have great attention to detail and a sense of curiosity, and also be capable of being an outstanding public advocate for the company, with well-developed communication and interpersonal skills. Good knowledge of basic uses of Excel and excellent written communication skills are essential. The position is full-time and permanent, with a probation period of six months. We're a bit flexible about working hours, within a specified working week. An appropriate remuneration package is available for the preferred candidate, and will reflect level of experience. The role is home-based, so please only apply if that is suitable to your circumstances.

How we work and how to apply

You'll be working with a small friendly team with a great reputation in the NFP sector; we'll train you in delivering our particular services, and there is the potential to take on management responsibilities in the business over time.

We do not have a central office - we all work from home offices using a central secure server - so we're happy to hear from you if you're based anywhere in Australia or New Zealand. We provide all needed equipment but you need to be confident that this way of working will suit you.

To apply, please send resume with covering letter addressing the key requirements of the post, and indicating current salary level, to info@fundraisingresearch.com.au. If you have questions about the role please email us. We look forward to hearing from you!