



Job Description and Person Specification

Job Title:	New Supporters and Partnerships Officer
Reports to:	Head of Development and Outreach
Salary:	£36,836 per annum full-time plus up to 5% employee matched pension contribution
Date call released:	21 July 2017
Deadline for applications:	11 th August at 9am
Start date:	ASAP
Duration:	Fixed term one-year contract

About Reprieve

Reprieve is a London based legal action charity (1114900) founded by human rights lawyer Clive Stafford Smith in 1999. We fight to end the world's most extreme human rights abuses: the death penalty, assassinations and secret prisons. To us, the rule of law means little if we selectively apply it to people we agree with. It is for all of us.

We investigate, we litigate and we educate; working on the frontline, we provide legal support to those unable to pay for it themselves. We promote the rule of law around the world and secure each person's right to a fair trial. In doing so, we save lives.

Reprieve's main office is based in London, UK. Reprieve also supports full time Reprieve Fellows, who work as lawyers, investigators and advocates in different countries. Reprieve works with partners in jurisdictions all over the world, including Non-Governmental Organizations (NGOs), government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders.

How to Apply

To apply, please submit a CV and covering letter, setting out how you are suited to the role, to applications@reprieve.org.uk by the date above. Please ensure your email has the subject heading 'New Supporters and Partnerships Officer, and that all attachments are sent in PDF format.

Role

Reprieve has ambitious and promising plans to grow and replenish its support base in order to ensure that it continues to achieve the changes it seeks in the world. We need you to help us transform these plans into action, by leading the efforts of the Development and Outreach Team to identify, research and develop cultivation plans for new prospects and new fundraising initiatives.

REPRIEVE

The New Supporters and Partnerships Officer will work closely with the Head of Development and Outreach, the Trusts and Foundations Officers, the Executive Director and the Director of Operations, Policy and Resources. They will set and monitor the organisation's strategy for attracting new funding, and will identify and design new ways to attract existing and prospective funding.

The following general skills are required: commitment to the organisation's goals; development and outreach experience; excellent time management and organisational skills; ability to meet deadlines and work to high standards under pressure; willingness to undertake routine tasks; good communication skills including face to face, telephone & written; IT literate, particularly in Raiser's Edge or a comparable piece of software; ability to work as part of a team in a collegiate and diverse environment; and project management skills, including the ability to continuously assess the effectiveness of your work and adapt your approach accordingly.

The main tasks will include:

Growing current income streams

- Developing and implementing a strategy for obtaining new High Value Donor and Trusts and Foundations prospects in order to ensure the ongoing development, expansion, and renewal of this prospect base. Communicating that strategy effectively to the team and mobilising team members where necessary to help achieve that strategy.
- Carrying out and assessing the merits of, and systematically and clearly documenting research of High Value Donor and Trusts and Foundations prospects.
- Undertaking research and prospect mapping of current supporters and friends to identify links to appropriate prospects. Documenting this research in an accessible and clear way, and ensuring that a record is kept of any attempts to make contact with these prospects.
- Developing a plan for building relationships with those High Value Donor and Trusts and Foundations prospects that you identify as worth pursuing.
- Creating cultivation and stewardship plans for new High Value Donor and Trusts and Foundations prospects which are identified, and implementing those plans. This may involve drafting communications for other staff to send, depending on who we identify is best to make the approach.
- Drafting communications and coordinating contact and meetings with High Value Donor and Trusts and Foundations prospects, and ensuring that all communications are saved and maintained as accurate records in Raisers' Edge.
- Keeping abreast of factors that will affect prospecting in general such as data protection regulations, wealth reports, industry trends, and developments in

REPRIEVE

the external environment that have a bearing on how Reprieve's work is perceived.

- Ensuring that the Raisers Edge database is being used effectively and enhancing the efficiency and effectiveness of prospecting, cultivation and stewardship.

Growing our mid-level support base

- Researching and identifying prospective mid-level supporters, including those with the potential to make one-off or regular restricted or unrestricted donations.
- Carrying our network mapping among existing mid-level supporters and friends of Reprieve, and developing and coordinating personalised approaches through networks to prospective mid-level supporters.
- Developing a coordinated strategy on mid-level giving, and overseeing and implementing that strategy in relation to prospective mid-level donors.
- Attending meetings with prospective mid-level donors, collating any themes that emerge in that engagement, and feeding those themes back to the wider Development and Outreach Team where appropriate, in order to inform their work.
- Preparing persuasive and engaging materials to market Reprieve to prospective mid-level donors, and presenting these materials where appropriate, or instructing other team members in their presentation of these materials.
- Assessing on a continuous basis the effectiveness of our strategy for growing our mid-level support base, and pivoting or persevering with different approaches depending on our performance in this area.
- Keeping up to date and accurate Raisers' Edge records of communications with prospective mid-level donors.

Identifying and pursuing new partners

- Researching and identifying areas of potential for new partnerships or income streams.
- Considering the approach of comparably sized human rights organisations and other relevant organisations to partnerships and activities, and, where possible, engaging with other organisations to determine what has been key to their partnership programmes being successful.
- Consulting with team members, reviewing Raisers' Edge records, and reviewing any documentation on previous attempts to activate partnerships, and adapting your approach to developing prospective partners accordingly.
- On the basis of your research, developing a detailed strategy and implementation plan for cultivating relationships with new categories of partners and executing that plan.

REPRIEVE

- Monitoring the effectiveness of the implementation of your partnership plan, and recalibrating and updating that plan to reflect progress against aims.
- Compiling a persuasive and professional series of pitch materials to present to prospective partners, and coordinating the delivery and presentation of those materials.
- Keeping in regular contact with prospective partners, and coordinating and facilitating any dialogue between these prospective partners and our Executive Director, Head of Development and Outreach, and Director of Operations, Policy and Resources.

Monitoring and evaluation of fundraising efforts

- Carrying out an extensive and regular evaluation and analysis of your progress in the areas above, and adapting your approach on the basis of that evaluation.
- Feeding back any relevant evaluation findings to the Development and Outreach Team, and working with them to tweak and refine the broader strategy and the approach in particular work streams on the basis of relevant evaluation findings.
- Overseeing the collation and analysis of quantitative and qualitative data in order to assist with monitoring and evaluating the effectiveness of Reprieve's prospects work.

Trusts and foundations applications and reports

- Assist the Trusts and Foundations team when necessary by drafting, editing, completing and submitting applications and reports, particularly where a Trust or Foundation is identified as having potential to grow its support for Reprieve, or to initiate new types of support for the organisation or its projects.
- Developing creative and engaging materials about Reprieve's work for Trusts and Foundations, which incentivize Trusts and Foundations that have not previously supported Reprieve to start supporting us.
- Making initial contact with prospective Trusts and Foundations and interrogating their application processes to determine whether there are reasonable prospects of a favourable outcome if Reprieve submits an application. Following up by preparing that application and submitting it.
- Assisting with reporting to Trusts and Foundations, particularly where you have identified the potential to grow the quantum and type of support from a particular Trust and Foundation.

Volunteers

- Assisting with recruiting and managing volunteers where appropriate to help carry out the above responsibilities.

Other

REPRIEVE

- Assisting with any other tasks as required by the Head of the Development and Outreach Team.

Key Contacts

You will have regular contact with the Head of the Development and Outreach Team, the Development and Outreach Team members, the Director of Operations, Policy and Resources, the Finance Manager, Reprieve’s prospective supporters and third party organisations.

Length and Salary

The role is initially being offered on a 12-month full-time basis. The annual full-time salary is £36,836 per annum less any required deductions for income tax and national insurance. The position will be based in the London office. **Applicants must be eligible to work in the UK.** They will report to the Head of Development and Outreach. Reprieve is an equal opportunity employer.

Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve’s goals	✓	
Eligible to live and work in the UK	✓	
Brilliant organiser – of yourself and others	✓	
Excellent written and communication skills	✓	
Relevant experience in development and outreach work at a charity	✓	
Experience in prospect work and developing partnerships	✓	
Experience of preparing funding applications, communications and reports	✓	
Demonstrably strong interpersonal and communication skills	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
Experience of setting up projects from concept through	✓	

REPRIEVE

to delivery		
Experience of fundraising from major donors	✓	
Experience and knowledge of Microsoft Office Suite	✓	
Technology savvy and experience in using Raisers' Edge or a comparable contact management piece of software	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
Excellent prioritisation skills, particularly in terms of working under pressure and responding to multiple and competing demands on your time	✓	
Experience of direct line management of volunteers	✓	
Experience of compiling thorough research	✓	