

Pipeline Scout and Relations Manager

Reporting to: Head of Development

Liaison with: All members of staff, Development Board, Trustees and external stakeholders

Contract period: Permanent, Full time 35 hours Monday-Friday

Salary Range: £40,000 - £45,000 depending on experience

Usual working hours: 9.30am – 5.30pm

Location: South Kensington, London, is our normal place of work

British Exploring Society actively welcomes applications from people who have significant life experience, transferable skills and are considering a career change.

We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partner status, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

If you are interested in applying and require any accessibility adjustments to the interview process, please do let us know when you apply. Thank you.

Introduction

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, skills, resilience and determination to make the most of their future.

We prepare and take young people on expeditions to remote locations where they face challenges, gain skills and learn about themselves - as well as acquiring knowledge relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

We are committed to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills, and perspectives on the world. The more inclusive we are, the better we think we'll be at delivering our charitable aims.

The Role in Detail

The Development Team is responsible for establishing and stewarding relationships with high net worth-individuals, Corporates, Trusts & Foundations and generating income from them. The team consists of a Head of Development, a Pipeline Scout and Relations Manager, a Trust Fundraiser and a Fundraising & Communications Officer. The team is also

supported by an experienced and committed Development Board, led by an outstanding Chair.

We have excellent relationships with our existing supporters, but to meet our ambitions we must grow our prospect pipeline and diversify our supporter base with a greater focus on programme and organisational development, and transformational and strategic funding (including multi-year funding).

The Pipeline Scout and Relations Manager role is focussed on establishing and developing a prospect pipeline, building relationships with HNW-individuals, creating compelling asks to secure gifts of 5-figures+, and providing brilliant stewardship.

Personal Attributes

We're looking for a driven individual who is happy to align with and keen to further develop with our core values.

Core Value	How Core Values appear as a characteristic, behaviour or competency
Courage	Tackles new tasks, can embrace difficult decision-making and conversations, and supports others to do the same.
Self-belief	Is resilient, responds well to knock-backs, likes opportunities to learn from mistakes.
Challenge	Has a can-do attitude, gets hands-on as needed, thrives in an entrepreneurial small team.
Community	Is an authentic, mature communicator who values a wide range of stakeholders equally.

Person Specification

Core Values	How Core Values are demonstrated in this role
Courage	<ul style="list-style-type: none"> You'll need to be able to quickly establish a positive rapport with a variety of people and build positive and authentic relationships with them. Working with a variety of stakeholders within and outside the charity, you'll need to be a confident influencer and negotiator to secure their support in helping you to achieve your personal aims and charity's objectives
Self-belief	<ul style="list-style-type: none"> A fundraising target is attached to the role; you'll be responsible for generating income from high-net-worth individuals. Your experience will support you to meet or exceed a range of appropriate targets The role involves communicating with a wide and varied audience through different mediums, from factual reporting to writing informative and engaging copy, to presenting, making the 'ask' and securing additional funds from supporters
Challenge	<ul style="list-style-type: none"> Growing and diversifying our base of supporters is key to the success of this role. You'll be building your own pipeline of prospects using your skills and experience to identify, research and qualify leads and using your creativity

	<p>and insight to devise solicitation plans and approaches to cold prospects and engage them with us</p> <ul style="list-style-type: none"> • A significant part of the role is administrative and working across databases and platforms on multiple tasks requires solid organisational skills, and many of your tasks will be administrative in nature • Ability to work well and with good humour under pressure. As a small team we work to several, sometimes tight, deadlines and with conflicting priorities • Ability to adapt and effectively manage a challenging and sometimes varied workload. You will focus on a broad and fluctuating range of different tasks throughout the year with changing priorities
Community	<ul style="list-style-type: none"> • You will manage relationships with a varied community, often acting as their first point of contact and responding to any questions or queries. A significant part of the role is communicating and building relationships with other internal staff, our Development Board, our Trustees, and 3rd parties. Being able to build relationships is pivotal to the role to ensure positive outcomes to what we do • You'll need to understand supporters' motivations and use these insights to make informed approaches to prospects and manage relationships with self-awareness and emotional intelligence. • Our database supports the aims of the Development team. You'll be maintaining accurate supporter records, following database processes and creating reports that support our fundraising efforts.

Main responsibilities & accountabilities

Income generation

- Secure restricted and unrestricted income, with a focus one-off and multi-year gifts of £10,000+, from high net worth-Individuals, so contributing to our agreed income targets. Write regular income/pipeline reports to monitor and evaluate financial progress and to identify income opportunities and risks.

Prospecting

- Prepare and deliver quality, tailored prospect research profiles, solicitation plans and reports and use this data to generate due diligence research on prospects and timely conversion of the prospects pipeline.
- Create and deliver pitches for funding opportunities via presentations, visits, and 121 conversations with prospects and supporters.
- Manage prospect pipeline and supporter records via our CRM system (Podio), ensuring the processing of supporter and donation information is continually up to date and in compliance with the Data Protection Act, GDPR, the Chartered Institute of Fundraising and British Exploring Society's policies.

Engagement & Stewardship

- Builds and develop efficient long-term relationships with supporters through understanding and meeting their needs and expectations, drive in year and multi-year income in line with our business strategy and identify key information/stories that clearly communicate the impact and importance of our supporters' generosity to the charity's work.

- Provide support to the wider team on the delivery of virtual/in-person events including pre/post event briefings.

Development Board & Senior Volunteers

- Support the Development Board to advance prospect and supporter relationships. Assist in its management, and through building professional relationships with its members to deliver engagement and fundraising events which convey our vision/mission to their personal networks.

Other

- Flexibility is a key characteristic for the role, as part of a relatively small team. The Head of Development will communicate any additional activity that needs to be fulfilled.
- As a member of the wider team, you'll take a turn in fulfilling the role of "Duty Officer" during periods when we are running 24-hour support service for our expeditions.

Confidentiality

The post holder may have access to confidential information concerning young people and will always maintain confidentiality.

Working Practices

- Normal working hours are Monday – Friday 9.30am – 5.30pm. Additional, occasional evening and weekend working is expected as part of this role, including 'on call' duties.
- Flexible working arrangements can be discussed to include occasional working from home or differing hours. Due to the specific requirements of this role and business need, you will need to be able to carry out your work with us in London on a regular basis from our office, and to attend meetings, events etc.
- Full-time staff are entitled to 23 days' paid holiday per holiday year in addition to normal English Bank and Public holidays.

This role is dependent on satisfactory receipt of references and an enhanced DBS check.

How to apply

To apply for the role please [submit your CV and a cover letter \(maximum 2-pages\)](#). For your cover letter we would like you to:

- Give a summary of your career to date
- Choose two of British Exploring Society's core values (see Personal Attributes above) and for each value give an example of how you have demonstrated the characteristics, behaviours and competencies of this value

Closing date: On a rolling basis, so please apply asap as applications will be reviewed when they are received. Start date will be as soon as is possible.

Interviews: On a rolling basis and will take place in person at our offices in South Kensington, London.

Thank you for your interest in this role and in British Exploring Society