

GSG Fundraising Executive Opportunity : Role Description

About GSG

The Global Steering Group for Impact Investment (GSG, www.gsgii.org) was founded on the belief that investment done well can benefit people and the planet without sacrificing profit.

Our mission is to influence the achievement of positive outcomes for all people and the planet through an effective and diverse global impact movement, with a focus on achieving impact investment at scale, where it is most needed.

Headquartered in London, and with staff in Paris, Brussels, Buenos Aires, Nairobi and Rome, GSG brings together leaders from the worlds of business, finance, philanthropy, government, and NGOs.

The global influence of the GSG is built on a unique and growing group of National Advisory Boards, currently representing 33 countries, with 20 more in the pipeline. National Advisory Boards (NABs) bring together experts in the fields of investment, public policy and social and environmental innovation. Their role is to drive more capital towards the achievement of the SDGs in the countries in which they operate and beyond.

Role summary

The opportunity is to join a dynamic and diverse global team of 20 and wider group of 1000+ people committed to achieving social equity & environmental sustainability, through impact investing. The role is within the fundraising team.

The Fundraising Executive will contribute information on prospects and funders to support partnership approaches and implement of stewardship strategies. You will assist in the development of confidential research profiles and briefs on prospects for senior team members and map individuals and relationships to help maximise the potential in fundraising. You'll also participate in team meetings and keep up to date records on the Salesforce database

Full-time permanent role. Salary range £25k-£30k per annum.

Main responsibilities

- Contribute qualitative and data-driven information on prospects and funders to support the cultivation of a robust pipeline of prospects and implementation of stewardship strategies
- Conduct biographical, organisational, financial, and due diligence research on fundraising prospects, as required by fundraising and other team members
- Assist in the development of confidential research profiles and briefs on prospects for senior team members and trustees ahead of interactions and meetings
- Map individuals and relationships to help maximize the GSG's network potential in fundraising
- Manage and maintain effective records and pipelines on the CRM database (Salesforce nps), to enable effective prospect management, segmentation, and prioritisation
- Maintain appropriate donor records on Salesforce as well as GSG's internal drive including: contracts, invoices, receipts, meeting minutes, reporting deadlines, etc
- Participate in and contribute to team meetings and activities
- Perform any ad hoc work as requested to support broader GSG team

Qualifications

- Demonstrable experience in a fundraising environment, with exposure to HNW, foundation, and corporate prospects and donors
- Experience of in-depth qualitative research either in an academic setting or in previous roles
- Proficiency in open-source research, use of CRMs, MS Office Suite and Google WorkSuite.

Preferred skills and experience

- Understanding of, or keen interest in, emerging practices in impact investing, strategic philanthropy, and corporate social responsibility in a global context
- Strong organisational, interpersonal and time management skills; ability to work independently, and to reach out for support as required
- Experience of working with CRMs (particularly Salesforce)
- Stakeholder and relationship management skills, with ability to manage both internal and external stakeholders as needed
- Excellent written and verbal communication skills
- Ability to work well in a fast-paced environment, deliver under pressure and adapt flexibly to the demands of a small team
- Attention to detail

Full-time permanent role

- Location: flexible - ideally London or the UK (with the right to work there)
- Compensation: £25k-£30k per annum, depending on location and experience

Application process:

- In order to apply please send your CV and a short supporting statement (less than 1 page) before midnight on Monday November 22 to careers@gsgii.org. Please state the name of the role ('Fundraising Executive') you are applying for in the subject line.
- Should your skills and experience be suitable, we will arrange for an initial call.
- We particularly welcome applications from people with disabilities, minority backgrounds, LGBTQIA and from different socio-economic and educational backgrounds.
- Interviews will be scheduled for Monday 29th November 2021 and week commencing Monday 6th December 2021. Target start date is the beginning of 2022.
- Note that we are also working with our recruitment partner Prospectus (www.prospect-us.co.uk) on the search for this role. Ryan Burdock (Ryan.Burdock@prospect-us.co.uk) is leading the search.