



Prospect Researcher IJM APAC

May 2020

Who We Are

International Justice Mission is the global leader in protecting the world's poorest people from violence in the developing world. Our global team is at work in over 25 countries across Asia, Africa, Europe, Latin America and North America. Together we are catalysing a global movement that will rescue millions, protect half a billion, and make justice for the poor unstoppable.

Motivated by God's call to seek justice for the oppressed, we believe that the way we work is as important as the results we achieve. We are a global community that cares for one another. We value joy and celebration, and we strive to provide professional excellence to all those we serve.

The Values

IJM is Christian, Professional and Bridge Building. Our Christian value manifests not only in our motivation but in our culture and work environment, including daily devotions, stillness, and prayer.

The Position

International Justice Mission Asia Pacific is seeking a *part-time* Prospect Researcher *contractor*, who will provide research services to help us reach our ambitious fundraising goals. The Prospect Researcher will provide timely, thoughtful, and accurate research and analysis of major donor information, including individuals, foundations, corporations, philanthropy networks and other prospects, to IJM Australia, IJM Hong Kong, IJM Korea and IJM Singapore. They will communicate with Advancement points of contact through e-mail, reporting, Salesforce and phone calls to obtain guidance on prospects and research needs, as well as provide feedback and analysis on research learnings, prioritization recommendations, and tracking of prospects. This position will also work with the Advancement and Regional Office support teams to build and maintain a collaborative and centralized prospect management system that drives effective movement of gift prospects through the donor cycle.

The ideal candidate for this role is a team player with experience in prospect research, especially in the Asia Pacific. This candidate will be familiar with a broad range of research techniques, tools, and resources, is reliable, and has excellent communication skills. Most importantly, the right candidate is excited by the opportunity to create the critical research infrastructure, including analytical database structuring and reporting, needed in the Asia Pacific to help IJM fulfil our mission to protect the poor from violence.

For this role, IJM APAC is seeking a person to be based in Singapore, Hong Kong, Korea or Australia, in order of preference, but candidates in other locations will be considered. The Prospect Researcher will be reporting to the Asia Pacific Regional President or Advancement Office Director, depending on location and candidate.

The Prospect Researcher will:

- Collaborate Advancement Strategy: Work closely with front-line Advancement staff to develop strategies and communication practices for proactive research and prospect management, donor cultivation, and infusion of IJM into regional philanthropy networks.
- Manage Prospect Research Knowledge: Stay up to date and constantly build a storehouse of knowledge on regional philanthropy, foundation and corporate giving in the Asia Pacific, using industry best practice methods, resources and partnerships.
- Prospect Analysis and Recommendations: Provide ongoing analysis, prioritization recommendations, and guidance on moving each prospect through the donor cycle to Advancement Offices.
- APAC Regional System and Training on Prospect Research: Contribute to APAC's development of Advancement infrastructure and a major gifts pipeline by building an organizational system and guidance to manage research tools, knowledge acquisition, prospect tracking and analysis.

Skills, Experience and Attributes

To be successful in this position you will have:

- At least three years' development research experience, specifically major gift fundraising, in Asia Pacific
- Knowledge of prospect management best practices and work experience in either designing or working within more formalized protocols
- Exceptional ability to communicate complex information in an accurate and concise manner
- Experience supporting multiple diverse teams across a geographic region, to support ambitious goals, with proven results
- Experience using online databases, constituent relationship management databases, Microsoft Office, wealth screening and research tools
- Experience with Web-based research, public information, government databases, financial documents, and online news retrieval systems
- Familiarity with prospect pool building, non-profit fundraising, predictive modelling, interest in data science and information management
- Strong written and oral communication skills, with a keen eye for detail

You will also:

- Be passionate for IJM's mission, theory of change, and spiritual formation practices
- Be curious to explore and understand IJM's work and objectives to build the most useful research and analysis for APAC Advancement Offices Be highly organized with strong attention to detail
- Be highly organized with strong time management and attention to detail
- Have global & cross-cultural awareness and competency
- Have excellent ability to build and maintain trust with a variety of disciplines and staff levels
- Have excellent analytical and strategic thinking skills
- Have excellent ethical maturity, especially managing confidential information

- Have excellent ability to organize and manage a diverse and demanding range of assignments with efficiency, a flexible and positive demeanor, and thorough attention to detail
- Have excellent ability to use discretion when working with highly confidential information

What we offer:

- An inspiring work environment. Your work makes a difference in the lives of the thousands of clients IJM is serving. You are part of a passionate global team of professionals - characterised by an atmosphere of personal involvement and determination to bring justice, transform communities and end slavery.
- Opportunity to professionally develop your skills & attributes.
- Opportunity for spiritual formation.
- Salary is determined by our remuneration policy and years of QE

Interested?

Please send a one-page cover letter outlining your suitability for the position including your demonstrated commitment to IJM APAC's values as detailed above, along with your current CV and a Statement of Faith to Arielle Yang at arielle@seekandfind.asia.

IJM APAC is interviewing and recruiting for this position as applications are received, so we encourage you to apply as soon as possible.