



Job Title	Prospect Research Manager
Directorate	Philanthropy & Partnerships
Accountable to	Associate Director of Philanthropy & Partnerships
Responsible to	Head of Philanthropy Research & Operations
Responsible for	Prospect Research Executive

About Us

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden, a world-leading cancer centre. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

We are now working closely with the hospital on plans for a new major development project in Chelsea. The Charity is committed to raising £150 million through a major fundraising appeal towards the cost of the project, which will launch in 2024-25. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients.

The Philanthropy Research Team

Working for us offers you a challenging and rewarding career, as well as the chance to really improve the lives of those living with cancer.

Our team sits in the Philanthropy and Partnerships Directorate, a high performing function that is responsible for all areas of high value fundraising including major donors, trusts and foundations, corporate partners and special events/high value committee supporters.

We play a vital role in supporting the Philanthropy & Partnerships team's fundraising through the identification and analysis of prospective supporters using a variety of sources to ensure that fundraisers have the best information available to help them to maximise their potential income.

We also help protect the charity from any potential reputational damage with thorough due diligence of prospective donors, as well as ensuring we stay up to date with industry and sector trends. We also act as a bridge between the Data and fundraising teams, providing financial and statistical analysis from our database while also ensuring the P&P team remains compliant with any data processing legislation.

Job Purpose

As Prospect Research Manager, you will lead on much of the P&P donor identification and pipeline management. You will work closely with the Head of Philanthropy Research & Operations and Prospect Research Executive to deliver the prospect research, due diligence, pipeline management and information management function within P&P. By doing so, you will be making a major contribution to growing The Royal Marsden Cancer Charity's high value supporter base; and to maximising its engagement with existing and potential supporters.

We are looking for a highly motivated professional who thrives on working in a fast-paced environment within a large team. You will have good knowledge and experience of philanthropy fundraising and an ability to work closely with key internal stakeholders to support the development of relationships between philanthropists and The Royal Marsden Cancer Charity. You will need to be highly accurate in your work, an excellent communicator and able to work collaboratively as part of a team.

Working Relationships

Head of Trusts, Stewardship & Philanthropy Comms; Head of Major Gifts and Events, Head of Corporate Partnerships, Philanthropy & Partnerships Managers and Executives

The Database, Individual Giving, Community Fundraising, and Legacy Fundraising. RMCC supporters and volunteers and Royal Marsden senior leadership.

Key Areas of Responsibility

1.1. Strategy and Planning

- Lead on the Research team's contribution to the Corporate Partnerships new business strategy, planning and delivering the research required to maintain a corporate donor pipeline.
- Lead on the Research team's work in the development of prospect identification plans across all P&P income streams, working closely with teams to plan and execute research support where required.
- Lead on the Philanthropy team's supporter journey crossover with the Individual Giving and Community teams. You will work closely with these teams to develop a process which allows appropriate supporters to become involved with the Philanthropy programme, and vice versa.
- Work with the Head of Philanthropy Research & Operations in the development of prospect identification plans across all P&P income streams strategy.

1.2. Prospect Research

- Lead on the delivery of research activities and be proactive in spotting ad hoc opportunities to identify potential funders. This will include managing the Research team's relationship with all P&P audiences: major donors, trusts and corporates.
- Deliver high quality prospect research briefings on individuals, trusts and corporates for the P&P, members of The Royal Marsden Cancer Charity's senior leadership as well as senior volunteers and board members.

- Work with other fundraising teams and the Head of Philanthropy Research & Operations to develop and implement processes to ensure supporters with high value potential are identified early and have an appropriate supporter journey at The Royal Marsden Cancer Charity.
- Ensure research output is timely, insightful, accurate and well presented, in compliance with relevant data protection laws and The Royal Marsden Cancer Charity's Supporter Promise.
- Support the Head of Philanthropy Research & Operations in carrying out due diligence on prospective donors, in line with The Royal Marsden Cancer Charity's Moral & Ethical Fundraising Policy.
- Keep up-to-date with sector trends in prospect research, identifying new sources of research and opportunities to strengthen our own methods.

1.3. **Pipeline Management**

- Support the Head of Philanthropy Research & Operations with the management and analysis of prospect information through The Raiser's Edge NXT database according to P&P needs.
- Lead the Research team's relationship with fundraisers within the Philanthropy team, chairing portfolio discussions and leading on research requests relating to these portfolios.
- Work with fellow Philanthropy Managers to prioritise and track senior volunteers' introductions to philanthropists.
- Manage the process of collating key materials, including database reports, ahead of regular prospect management meetings.
- Ensure all personal information recorded is done in compliance with relevant data protection laws and The Royal Marsden Cancer Charity's Supporter Promise.

1.4. **Information Management and Reporting**

- Ensure database systems are maintained accurately by analysing and updating information on individuals, companies, trusts and foundations.
- Lead on the implementation of pipeline management processes, assisting the Head of Philanthropy Research & Operations in reviewing such processes.
- Train Philanthropy fundraisers in the use of the supporter database, helping them to keep track of their supporter relationships.
- Identify the need for and assist in the development of database reports which support the work of P&P, working in collaboration with other teams as required.
- Support the Head of Philanthropy Research & Operations in championing P&P response to legal and regulatory requirements (such as GDPR) in terms of the development and implementation of appropriate Policies and Procedures.

1.5. **General responsibilities**

- Build relationships at all levels to ensure the work of the Charity and its needs are understood and actively supported by other teams.
- Forge positive relationships across The Royal Marsden NHS Foundation Trust in order to ensure support for and achieve fundraising, and wider organisational goals.
- Manage risks and mitigation of risks associated with complaints. This includes responsibility for our accountabilities as a member of the Fundraising Regulator.
- Work collaboratively with other teams in the Charity and, when required, undertake tasks to the highest standard of accuracy to cover periods of sickness or annual leave.
- Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

Candidates must be able to demonstrate	Essential (E) or Desirable (D)
Experience and knowledge	
Excellent knowledge of the principles of major gift fundraising to include identification, research, solicitation and stewardship	E
Experience of developing and implementing processes which drive fundraising	E
Proven experience of building effective working relationships and contributing to a motivated, enjoyable working environment through a positive attitude.	E
Experience of using and championing the intelligent use of Raiser's Edge NXT or a similar CRM system for data capture and reporting	E
Excellent knowledge of the General Data Protection Regulation and other relevant legislation and policies within a high value fundraising environment	E
Experience of line management	D
Key competencies	
Excellent written communication skills and the ability to present complex information for a range of audiences in a variety of formats	E
Ability to work to the highest standards, to be analytical, methodical and thorough with meticulous attention to detail	E
Ability to be pro-active and self-motivated	E
Ability to problem solve, be adaptable, flexible and able to cope with uncertainty and change	E
Highly numerate; able to understand and interpret financial reports	E
Ability to think strategically and develop and implement plans to support fundraising	D
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of Service

Salary	£38,500 - £42,000 per annum
Contract Type	Permanent
Hours of Work	37.5 per week
Location	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from our Sutton site.
Benefits	27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more. Refer to our summary of benefits information attached, and on our website for further details.

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities

Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

- Self -referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.