



# **THE ROYAL MARSDEN CANCER CHARITY**

## **Job Description**

### **Prospect Research Executive**

**Do you want to be part of a world renowned organisation helping to fund projects that will benefit cancer patients across the UK and internationally?  
If so, this is your chance to join our team.**

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<b>Job Title:</b>	Prospect Research Executive
<b>Salary:</b>	Competitive
<b>Contract:</b>	Permanent
<b>Hours of work:</b>	37.5 per week
<b>Directorate:</b>	The Royal Marsden Cancer Charity
<b>Accountable to:</b>	Associate Director of Philanthropy
<b>Responsible to:</b>	Senior Manager, Philanthropy Research & Operations
<b>Location:</b>	Chelsea, London (with possible occasional visits to Sutton)
<b>Liaises with:</b>	<p>Head of Trusts &amp; High Value Committees, Head of Individual &amp; Corporate Philanthropy, Philanthropy Managers and Executives. The Database, Finance, Events, Individual Giving, Community Fundraising, Legacy Fundraising, Marketing, Communications and Digital teams.</p> <p>RMCC donors, supporters and volunteers. Royal Marsden senior leadership and medical staff.</p>

## 1. Job Purpose

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.

The Royal Marsden Cancer Charity is part way through an ambitious three-year strategy that aims to significantly grow our income. Along with funding an existing world-class programme of research, treatment and care, we are also raising £70 million, in our biggest capital appeal ever, to build the Oak Cancer Centre that will provide radical new solutions for the research and treatment of cancer. This role is at the heart of this.

We are a high performing team, and this role presents an exciting opportunity to play a vital role in helping us to realise our ambition. The Philanthropy Team raises major donations from individuals, companies, trusts and foundations to provide financial support for The Royal Marsden. Within this team, the Prospect Research Team is crucial in identifying potential and existing supporters with the ability and propensity to fund projects which have an enormous positive impact on the lives of people affected by cancer.

As Prospect Research Executive, you will work closely with another Prospect Research Executive and the Senior Manager, Philanthropy Research & Operations to deliver the prospect research, pipeline management and information management function within The Philanthropy Team. By doing so, you will be making a major contribution to growing The Royal Marsden Cancer Charity's high value supporter base; and to maximizing 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 a specific interest in and aptitude for research, and will ideally have knowledge or experience of major gifts fundraising. You will need to be highly accurate in your work, an excellent communicator and able to work collaboratively as part of a team.

## **2. Key areas of responsibility**

### **Prospect Research**

- Deliver high quality prospect research briefings on individuals, trusts and corporates for the Philanthropy team, members of The Royal Marsden Cancer Charity's senior leadership as well as senior volunteers and board members.
- 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.
- Assist in prioritising senior volunteers' approaches to prospects within their own networks.
- Assist in collecting and analysing data from the public domain in order to carry out due diligence research on prospective major donors, in line with The Royal Marsden Cancer Charity's Moral & Ethical Fundraising Policy and internal guidelines.

### **Pipeline Management**

- Support the Senior Manager, Philanthropy Research & Operations with the management and analysis of prospect information through The Raiser's Edge database according to the Philanthropy Team's needs.
- Support Philanthropy Team members with the management of their existing donor portfolios, allowing them to track their pipeline efficiently.
- Ensure all personal information recorded is done so in compliance with relevant data protection laws and The Royal Marsden Cancer Charity's Supporter Promise.

### **Information Management and Reporting**

- Ensure database systems are maintained accurately by analysing and updating information on individuals, companies, trusts and foundations.
- Assist the Senior Manager, Philanthropy Research & Operations in the use and upkeep of the pipeline management system
- Undertake queries and run reports using the database to support the work of the Philanthropy Team, working in collaboration with other teams as required.
- Support the Senior Manager, Philanthropy Research & Operations in championing the Philanthropy team's response to legal and regulatory requirements (such as GDPR) in terms of the development and implementation of appropriate policies and procedures.

## **3. 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
- Ensure that donor records are accurate and kept up to date and that all information relating to donors is produced and stored in line with data protection regulations and best practice.
- Manage risk and mitigation of those 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

#### 4. Employee Specification

<b>Candidates must be able to demonstrate</b>	<b>Essential or Desirable</b>
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 provide and receive highly complex, sensitive and confidential information	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
A desire and aptitude to develop a career in prospect research	E
Excellent knowledge of the principles of major gift fundraising to include identification, research, solicitation and stewardship	D
Experience of using and championing the intelligent use of Raiser's Edge or a similar CRM system for data capture and reporting	D
Excellent knowledge of the General Data Protection Regulation and other relevant legislation and policies within a high value fundraising environment	D
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
Educated to degree level	D

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.

#### 5. Confidentiality and Data Protection

- All employees of The Royal Marsden Cancer Charity must not, without prior permission, disclose any information regarding patients or staff (please also see the Charity's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal.
- All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which comes in to effect from May 2018 and sets out requirements for how organisations will need to handle personal data.

#### 6. Health and Safety

- All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and the charities policies on health and safety.

**7. Customer Service Excellence**

- All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, donors, supporters, volunteers and staff with professionalism, respect and dignity.

**8. Equality and Diversity Policy**

- The Royal Marsden Cancer Charity is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

**9. No Smoking Policy**

- There is a no smoking policy at The Royal Marsden Cancer Charity.

**10. Review of this Job description**

- This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organisation.