



THE ROYAL MARSDEN CANCER CHARITY

Job Description

Prospect Research Manager

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.

Job Title:	Prospect Research Manager
Salary:	£35,000-£38,000
Benefits:	Pension, employee benefits and staff rewards
Hours of work:	37.5 per week
Employer:	The Royal Marsden Cancer Charity
Directorate:	Philanthropy & Partnerships
Accountable to:	Associate Director of Philanthropy & Partnerships
Responsible to:	Head of Philanthropy Research & Operations
Responsible for:	Prospect Research Executive
Location:	Chelsea, London (with possible occasional visits to Sutton)
Liaises with:	Head of Trusts, Stewardship & Philanthropy Comms, Head of Major Gifts and Events, Head of Corporate Partnerships, Philanthropy & Partnerships Managers and Executives The Database, Events, Individual Giving, Community Fundraising, Legacy Fundraising, and PR teams. RMCC supporters and volunteers and Royal Marsden senior leadership

1. Job Purpose

The Royal Marsden Cancer Charity (RMCC) raises money solely to support The Royal Marsden, a world-leading cancer centre. Together with the hospital 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, RMCC funds the development of new ways to improve the lives of people affected by cancer.

We are halfway through an ambitious three-year strategy that will deliver £80m of funding to support a world-class programme of research, treatment and care. We are also in the final stages of a £70 million capital appeal to build the Oak Cancer Centre at The Royal Marsden in Sutton. The Philanthropy & Partnerships (P&P) directorate has led much of this fundraising, successfully securing a lead donation of £25 million and multiple 7 and 6 figure donations from trusts and foundations, major donors, corporate partners and special events/high value committee supporters. The Charity is now working closely with the hospital on exciting plans for a new major redevelopment project to launch in 2022/23 on the Chelsea site.

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. You will play a crucial role in planning fundraising appeals for core hospital grants as well as future capital projects of priority to The Royal Marsden.

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.

2. Key areas of responsibility

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 relation to Philanthropy events, working closely with the Senior Events Manager 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.

Prospect Research

- Lead on the delivery of research activities outlined in the prospect identification plan 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.

Pipeline Management

- Support the Head of Philanthropy Research & Operations with the management and analysis of prospect information through The Raiser's Edge 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.

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.

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.

3. Confidentiality and Data Protection

- a. 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.
- b. All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which came into effect from May 2018 and set out requirements for how organisations need to handle personal data.

4. Health and Safety

- a. 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.

5. Customer Service Excellence

- a. 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.

6. Equality and Diversity Policy

- a. 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.

7. No Smoking Policy

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

8. Review of this Job description

- a. 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.

9. Employee Specification

Person Specification	Essential or Desirable
Excellent written communication skills and the ability to present complex information for a range of audiences in a variety of formats	E
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

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
Experience of using and championing the intelligent use of Raiser's Edge 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
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
Educated to degree level	D