



<b>Job Title</b>	Prospect Research Executive (Maternity Cover)
<b>Directorate</b>	Philanthropy & Partnerships
<b>Accountable to</b>	Head of Philanthropy Research & Operations
<b>Responsible to</b>	Prospect Research Manager
<b>Salary</b>	£26,000-£31,800 per annum (One Year maternity cover)

## 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 has recently completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site.

We are now working closely with the hospital on plans for a new major redevelopment project to launch in 2023-24. 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 & Operations Team

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

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 Executive, you will work closely with the Head of Philanthropy Research & Operations and the Prospect Research Manager to deliver the prospect research, pipeline management and information management function within P&P. By doing so, you will be making a major contribution to growing RMCC'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 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 Data, Individual Giving, Community Fundraising, Legacy Fundraising teams. RMCC supporters and volunteers and Royal Marsden senior leadership.

## Key Areas of Responsibility

### Prospect Research

- Deliver high quality prospect research briefings on individuals, trusts and corporates for P&P, 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 Prospect Research Manager with the management and analysis of prospect information through The Raiser's Edge database according to P&P's needs.
- Support P&P 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 Head of Philanthropy Research & Operations and Prospect Research Manager in the use and upkeep of the pipeline management system.
- Undertake queries and run reports using the database to support the work of the P&P team, working in collaboration with other teams as required.
- Support championing the P&P team's 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.
- 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

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

<b>Candidates must be able to demonstrate</b>	<b>Essential (E) or Desirable (D)</b>
<b>Experience and knowledge</b>	
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
<b>Key competencies</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

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

<b>Salary</b>	£26,000-£31,800 per annum
<b>Contract Type</b>	[Permanent, Fixed Term]
<b>Hours of Work</b>	37.5 per week
<b>Location</b>	Hybrid working, with a mix of office and home working, based at our [Chelsea or Sutton] site, with occasional working from [Chelsea or Sutton] site.
<b>Benefits</b>	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.