

Job Title	Prospect Research Lead
Salary and Band	Band 7 – Salary range £40,014 - £52,751 (plus £8,003 - £8,164 London Weighting) Pro-rata for part-time hours
Annual Leave	27 days plus 9 Bank Holidays for full-time hours
Reports to	Head of Leadership & Major Gifts
Direct Reports	n/a
Location	London office

About Maggie's

We provide free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down. Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

About the Post Holder

You will be passionate about the role prospect research can play in driving philanthropy and will be highly experienced in the field. You will have an in depth understanding of the principles of philanthropy fundraising and donor motivations and use this to inform your research practices. A natural collaborator, you will have excellent communication and interpersonal skills and be able to manage a portfolio of varied research projects. Able to work to your own initiative and to prioritise competing demands, you will create logical systems to manage and deliver research requests to deadline. You will enjoy working at the heart of an ambitious major gifts team to enhance the performance of experienced fundraisers. You will also be able to confidently support the research requirements of senior leadership and volunteers. You will be experienced in carefully managing due diligence processes, able to assess and escalate reputational risk or ethical concerns without bias.

About the Role

After 25 years of growth and more than £400m raised to build and run new centres, this is an exciting time to join Maggie's. The Prospect Research Lead will be an integral part of Maggie's ambitious Leadership & Major Gifts Team working alongside senior fundraisers to drive development of the UK wide prospect pipeline to achieve capital and revenue income of at least £5m a year. This post will play a central role in expanding team capacity and maximizing fundraising potential.

The Prospect Research Lead will build on Maggie's established major donor programme which is supported by a national network of fundraising boards and influencers. The post holder will play a fundamental part in the success of the new campaign committee, chaired by Sir Simon Robertson.

The key responsibility will be the production of high-quality prospect research to support fundraisers and leadership with prospect approaches and donor development. The role will be required to design and manage a network mapping system to enable fundraisers to maximise relationships with key stakeholders. Working alongside Maggie's data and insight team, the post-holder will manage prospect tracking and due diligence processes and provide leadership and expertise across all aspects of prospect research.

Key Responsibilities

- Working closely with the CEO, senior volunteer leadership and Heads of Leadership Giving, research and prepare high-quality prospect profiles which inform and support major gift relationship development
- Undertake network mapping to support expansion of the UK-wide pipeline with a focus on prospects able to make a major gift (£100k+) or leadership gift (£1 million+)
- Using a variety of research resources, accurately analyse and assess prospect wealth, capacity and propensity, advise on appropriate solicitation levels and approaches
- Prepare clear donor solicitation strategy plans for moves management ahead of prospect meetings
- Undertake debriefs on priority donor meetings to manage intelligence and update prospect plans
- Provide counsel on individual pipeline portfolios driving the development, network expansion and donor solicitation strategies
- Instruct the development of the prospect research management and reporting system by commissioning the Database and Insight team, in turn maximising the performance of the pipeline development
- Identify new prospect lists for new campaign feasibility studies conducting top line qualification
- Lead the management of the Gift Acceptance Policy on due diligence, providing support to the Fundraising Director, CEO and Board on an ongoing basis
- Lead the enhanced due diligence required for any donor who has raised red flags via the Know Your Donor process
- Maintain the confidentiality of personal and sensitive data ensuring full GDPR and Data Protection compliance is upheld
- Make recommendations for the annual research budget for purchase of resources/subscriptions
- Stay abreast of industry developments and trial new and innovative identification and research techniques ensuring the most up to date research methods and tools are used at Maggie's

Essential skills and experience

- Demonstrable experience of successful prospect research and management which has led to income within the charitable, heritage or academic sector
- A sound understanding of the key philanthropic individuals, families and organisations based in the UK and potentially internationally
- The ability to think strategically on projects and campaigns and undertake long term relationship planning
- The ability to collaborate, build and sustain effective working relationships with colleagues as well as the experience and gravitas to work professionally with senior internal and external leadership
- The ability to independently produce clear, concise briefings from complex information and work to tight deadlines
- Experience of Data Protection compliant research techniques and sound understanding of GDPR
- Highly experienced using CRM databases and working with database and insight teams
- Able to perform effectively under pressure with excellent administrative and time management skills