

# PROSPECT RESEARCH MANAGER



**DIABETES UK**  
KNOW DIABETES. FIGHT DIABETES.

DIABETES UK  
PO BOX 100000, LONDON, W1A 0AL



# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**



# JOB DESCRIPTION

**Role title:** Prospect Research Manager

**Contract type:** 9-12month FTC

**Hours:** 35 hours per week

**Office:** Hybrid, 1 day a week in office

**Band:** 5

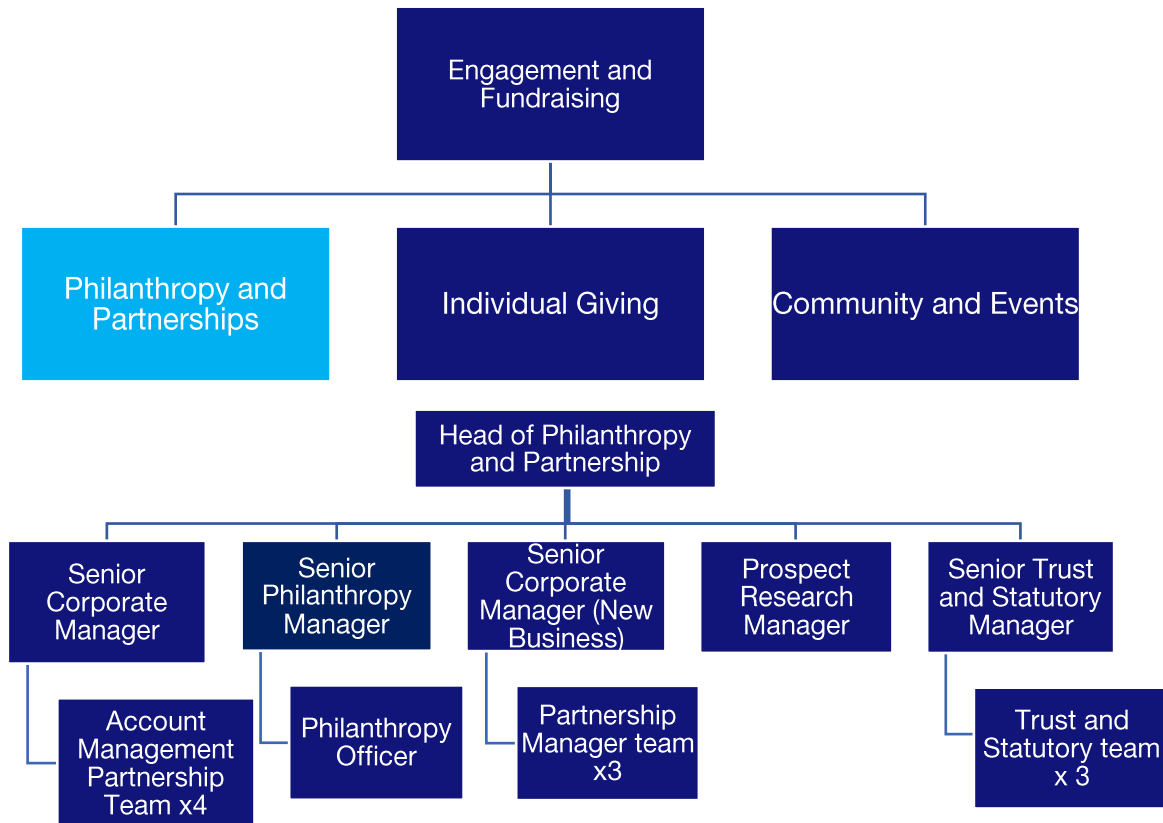
**Key relationships (internal and external):** Internal: Philanthropy and Partnerships team, stakeholders in Research, Regions, Clinical and Care, Legal, Finance, Data Insight, policy and Information Governance. External: Donors, peers in the sector, agencies, consultants as required and senior volunteers.

**Key focus of the role:**

As Prospect Research Manager you will strengthen and lead on managing prospect research, pipeline development, and support with data management, across all income streams with a clear strategy that focuses on sourcing prospective donors to fund key strategic ambitions. You will be responsible for leading on the reporting on moves management and informing the wider philanthropy and partnerships team of giving trends. Reporting to the Head of Philanthropy and Partnerships you will introduce new processes and systems to aid efficiency and impact as a team and assist colleagues to successfully cultivate and steward major donors to drive income growth now and in the future to support our fight for a world where diabetes can do no harm.

## Directorate and team

This role sits in the Philanthropy and Partnerships Team in the Engagement and Fundraising Directorate



## Main responsibilities

- Devise and implement targeted data driven prospecting strategies to identify and qualify high-net-worth individuals, trusts and corporates aligned to the charities strategic ambitions
- Develop and implement moves management, partnership approval and pipeline development processes across the team
- Proactively identify new prospects for philanthropy, corporate partnerships, and trusts & foundations.
- Conduct in-depth research on individuals, companies, and trusts and statutory funders to assess capacity, inclination, and affinity.
- Oversee team KPIs and evaluate and provide critical analysis of fundraising and prospecting activity to deliver actionable insight, process innovation and project management
- Deliver insightful prospect briefings and research to inform cultivation and engagement strategies.

- Oversee due diligence and reputational risk assessments, ensuring all research activity complies with GDPR and ethical fundraising standards.
- Maintain accurate records in the CRM system and support data-driven decision-making.
- Support fundraisers through prospect management, portfolio development and network mapping.
- Work closely with fundraisers to prioritise prospects and inform cultivation strategies.
- Monitor trends in philanthropy, trusts and corporate giving to identify new opportunities.

## Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

The key activities you'll undertake (the What) and

The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

### You will be able to:

#### Prospect Research

- Lead on the design and implementation of innovative and data driven strategies for prospect research, acquisition and donor development
- Track our asks as a team for agreed priority projects, and ensure projects are not over or underfunded by the team
- Use knowledge of prospecting and existing portfolios to influence priority projects
- Develop strategies to access new (global) markets, and to recruit and steward senior volunteers, to enable the organisation and team to achieve strategic outcomes and goals
- Sign off on relevant subscriptions and ensure volume and quality of prospect pools is maintained
- Support and implement the Partnership Approvals Process and all associated reporting, decision making, due-diligence and stakeholder consultation
- Evaluate and provide critical analysis of fundraising and prospecting activity to provide actionable insight, evaluations and recommendations to a range of audiences, including senior leaders
- Work independently and use your own initiative



### **Relationship management**

- Network and build relationships with colleagues in key Directorates/Teams in order to achieve team and individual objectives
- Network with colleagues in the sector and attend relevant training and specialist interest groups to ensure our approach is sector leading
- Work closely with data, IT, info gov and compliance teams to ensure fundraising activity is compliant, and KPIs are monitored and reported on
- Work closely with Proposals and Trusts Manager to identify and develop opportunities for high value funders, and work across the charity to identify and develop a strong portfolio of funding opportunities
- Convey passion for Diabetes UK's cause and the work made possible thanks to philanthropy and partnerships

### **New business**

- Work with the HoD of Philanthropy and Partnerships and wider team to maximise new business opportunities and return on investment
- Grow our overall donor base, focusing on multi-year and significant gifts
- Work with the HoD of Philanthropy and Partnerships to scope new markets (in the UK and more widely) and lead your team to access these markets in future years

### **Planning and cross team working**

- Deliver Philanthropy and Partnerships team KPI prospect research reports as needed
- Ensure all activity is conducted in line with the fundraising Code of Practice and all other legal and regulatory requirements
- Work with colleagues across Philanthropy & Partnerships to monitor the effectiveness of prospect research activity and best practice to inform wider partnership work.

### **You will have experience in:**

- Understanding what motivates donors, giving at the highest level
- Establishing and overseeing donor giving circles and volunteer committees
- Securing new high value donations from philanthropists (6 & 7-figure, multi-year) in support of vital work
- Managing relationships over many years with philanthropists and their families
- Delivering and setting financial and non-financial targets, KPI's
- Managing wider teams to deliver results

- Managing income and expenditure budgets with knowledge of budget development
- Managing and influencing senior internal and external stakeholders
- Engaging in negotiations with current and prospective supporters to deliver successful outcomes
- Leading complex conversations, with wide ranging audiences with confidence and gravitas
- Demonstrating creativity and innovation in finding donors to resource Diabetes UK's work

#### **You will have skills in:**

- Proven experience in prospect research within a fundraising environment Presenting and representing the charity in a range of settings and to different internal and external audiences.
- Strong analytical and investigative skills with excellent attention to detail.
- Familiarity with GDPR and data protection principles.
- A proven ability to develop constructive relationships across a wide variety of roles and hierarchies in a complex organisation
- Excellent written and oral communication skills, with the ability to convey complex information clearly and in a compelling manner
- Ability to think strategically about funding opportunities and to work collaboratively across teams.
- Excellent planning and time management, with the ability to manage a demanding workload in a complex environment

#### **You will have knowledge:**

- Demonstrable knowledge of the charity sector, ideally within health or medical research.
- Knowledge of major gift fundraising, partnership development, trends and donor giving methods
- Proficiency in prospect research tools and CRM systems (e.g. Microsoft Dynamics, Raiser's Edge, Salesforce).
- Specialist knowledge of data, GDPR and compliance to monitor and innovate our approach
- Understanding of high value fundraising and fundraising cycles, especially in relation to restricted funding, including identification, research, cultivation, solicitation and stewardship of prospects and donors

- Understanding of how to use a CRM to drive gold standard prospect cultivation, funder stewardship and accurate donor reporting
- Understanding of legislation, regulations and financial issues relating to philanthropic fundraising

**The best person for this job will be (behaviours):**

strong analytical thinker  
strong attention to detail and accuracy in work  
proactive and curious to uncover information  
handles sensitive information responsibly and ethically  
able to bring stakeholders together and find alignment and common ground  
highly organised, methodical and able to prioritise work and deadlines under pressure  
results driven and ambitious outlook for the programme

**Qualifications/professional membership (if applicable):**

- CIOF or other fundraising research qualification

Diabetes UK is committed to fundraise in a way that is legal, open, honest and respectful and expects all staff and volunteers to share this commitment. We are registered with the Fundraising Regulator and you will be expected to adhere to the Code of Fundraising Practice.

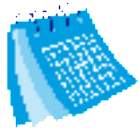


# BENEFITS

**We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.**

**We want to make sure that we can help you create a good balance between work and the other parts of your life.**

**And one way we do that is with benefits we offer you.**



## **Annual leave**

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## **Connected working**

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



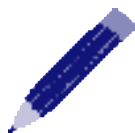
## **Pension**

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## **Healthcare**

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## **Learning and development**

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



## **Gym membership**

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



### Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



### Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



### Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



### Annual season ticket loan

Annual season ticket loan\* (on completion of your probation period and if contract is permanent or longer than 12 months).



### Cycle to work scheme

Cycle to work scheme.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

