

## Job Title

### Prospect Research Manager (Philanthropy & Partnerships)

DIRECTORATE:	Engagement and Fundraising
SECTION:	Philanthropy and Partnerships
REPORTING TO:	Head of Philanthropy and Partnerships
CONTRACT:	35 Hours per week (permanent)

## WORKING RELATIONSHIPS:

Inside Diabetes UK
Philanthropy and Partnerships team, wider Engagement and Fundraising Directorate, key delivery teams across the organisation, finance, data team, legal, IT, digital, business support, insight and analysis teams
Outside Diabetes UK
Peers in the sector, agencies and consultants as required



## OVERALL PURPOSE OF THE JOB

You will support the Philanthropy and Partnerships team by identifying key prospective funders that can help us achieve our organisational ambition, and oversee the management of donors and funders through a clearly defined pipeline. You will review portfolio allocation and moves management, and will have responsibility for tracking and reporting cross-team KPIs. You will also work with team to ensure ongoing and proposed fundraising activity is compliant with fundraising codes of practice and be the main interface with our information governance, data and IT teams. This role is a critical to us achieving our impact and reach as a charity, and will help us drive forward our ambitious high value fundraising plans.

## MAIN DUTIES AND RESPONSIBILITIES:

- Research and identify key prospects (both generally and in relation to specific funding needs or opportunities)
- Build and manage the donor/funder pipeline across the team, and to lead on 'moves management' to ensure we are effectively managing and supporting potential and existing donors and funders to have a great experience and chose to support Diabetes UK.
- Manage the Research Assistant to undertake comprehensive due diligence checks, generate detailed research profiles and regularly review our existing portfolio of donors to help us track and manage risk.
- Work with the Head of Team and Senior Managers, agree KPIs and targets for the team and to lead on monitoring and reporting on these
- Work closely with Diabetes UK legal and compliance leads to offer expert knowledge, support and guidance on data protection and consent for the P&P team
- Keep up to date with knowledge and understanding of the Data Protection Act, GDPR, ICO guidelines, and any other relevant legislation and guidelines and how it impacts on fundraising.
- Managing external supplier relationships and contracts for research resources, and ensuring team is using the right research tools and is abreast of external trends.
- Providing competitor analysis and benchmarking research and ensuring that relevant news and trends are shared with the right internal stakeholders.

## **PROSPECT RESEARCH**

- Work with teams to develop and implement prospect identification strategies, in line with fundraising ambition and strategic goals
- Ensure systems, processes and information are effective to deliver an efficient prospect research function
- Lead and embed P&P due diligence processes, ensuring they are in line with Charity Commission and organisation policy
- Lead on database management and CRM functionalities, maintaining the database of donors and prospects
- Work closely with IT to ensure members of P&P team are fully trained, to update processes as needed and to support the team to make full use of the system
- Proactively building relationships with other internal teams to identify sources of warm prospects and facilitating the effective transition of relationships into Philanthropy and Partnerships
- Developing the delivery of specialised research to support the cultivation and solicitation of lead-gift prospects by and senior volunteers and staff

## **PLANNING, REPORTING AND PIPELINE MANAGEMENT**

- Developing effective prospect management processes including prospect allocation, pipeline reviews and pipeline performance reporting. Use this insight to help fundraisers and senior managers identify where action or focus is needed by the team
- Work with the team to ensure donor development plans are in place, and that we provide an excellent experience to current and prospective supporters
- Work closely with stewardship leads to ensure that donors and prospects are being serviced and considered when stewardship plans are developed

## PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate a breadth of research skills and techniques
- Demonstrate an in depth knowledge of various markets for prospect identification
- Build strong relationships with colleagues in fundraising and across the organisation

The best person for this job will have experience in:

- Supporting high value funding teams to deliver prospect research or similar
- KPI and other performance reporting
- Project management skills
- Developing high value pipelines
- Representing high value teams in cross-organisational work streams

The best person for this job will be:

- Outcome and delivery focused
- Equipped with great research and insight skills
- Dedicated to providing an excellent donor experience