



Job Description

Job title: Prospect Research Manager

Directorate:	Income & Engagement (I&E)	Team / Function:	Philanthropy & Partnerships
People Manager?:	No	Direct Reports:	None
Size of team:	Mgt team: 2 Overall team: 9	Grade:	G

About the Job:

Job Summary

As our Prospect Research Manager, you will be our subject matter expert in Prospect Research and play a key role in supporting the Philanthropy and Partnerships team to generate sustainable income by delivering high-quality prospect research across major donors, trusts and foundations, corporates, and events. You'll work hands-on to identify, analyse and prioritise new prospects, helping to build a strong and sustainable pipeline of supporters.

Working closely with fundraising colleagues, you will lead on prospect identification, due diligence and insight, using a range of research tools and methodologies to inform strategy and strengthen engagement. You will also collaborate across functions to ensure prospect research is effectively translated into actionable opportunities.

Main responsibilities

- Lead and deliver high-quality prospect research to identify, assess and prioritise potential supporters across major donors, trusts and foundations, corporates and events.
- Develop and implement a prospect research strategy to support income generation and long-term pipeline growth.
- Work in partnership with fundraising colleagues to providing clear, actionable insights to inform fundraising approaches, engagement strategies and decision-making.

<ul style="list-style-type: none"> • Work collaboratively with the Data/CRM team to ensure accurate prospect tracking, segmentation, and reporting.
<ul style="list-style-type: none"> • Undertake due diligence to support effective and responsible fundraising.
<ul style="list-style-type: none"> • Build and maintain robust prospect pipelines, ensuring opportunities are tracked and progressed effectively through the database.
<ul style="list-style-type: none"> • Manage and improve data quality, ensuring accurate and consistent recording of prospect information.
<ul style="list-style-type: none"> • Establish and promote best practice in prospect research, methodologies and tools across the team.
<ul style="list-style-type: none"> • Produce high-quality briefings, profiles and reports tailored to Senior internal stakeholders including the CEO and Director of Income and Engagement.
<ul style="list-style-type: none"> • Stay informed on sector trends and developments to strengthen prospecting approaches and identify new opportunities.
<ul style="list-style-type: none"> • Ensure all prospect research activity complies with data protection legislation and information governance standards, handling sensitive information appropriately.
<ul style="list-style-type: none"> • Please note that job descriptions cannot be exhaustive, and all employees may be required to undertake other duties, which are broadly in line with the above key responsibilities

Version 2

Date Created:	20/05/2026	By:	Philanthropy Lead
Last Amended:	25/06/2026	By:	HRBP
HR Approval	25/06/2026	By:	HR Advisor

Person Specification

About you:

To be successful in this role you will need the following:

Qualifications & Experience		D	E
1.	Experience of delivering prospect research within a fundraising or similar environment.		X
2.	Experience of identifying, assessing and prioritising prospects to build pipelines.		X
3.	Experience in producing high-quality research briefings and reports.		X
4.	Experience of using research tools and databases to gather and analyse information.		X
5.	Experience of developing or improving prospect research processes or functions.		X
6.	Experience of supporting multiple stakeholders or teams with insight and analysis.	X	
7.	Experience using Raiser's Edge to manage and maintain prospect data, supporting research, pipeline development and informed fundraising activity.	X	
8.	Knowledge of data protection legislation and its application to prospect research.		X
Skills & Abilities		D	E
1.	Strong analytical skills with the ability to interpret and present complex information clearly.		X
2.	Excellent written communication skills, with the ability to tailor content to different audiences.		X
3.	Strong organisational skills with the ability to manage competing priorities and deadlines.		X
4.	Ability to translate research into actionable insight to support decision-making.		X
5.	Good understanding of data management principles and database use.		X
6.	Experience partnering with data or analytics teams.		X
7.	Collaborative approach, with the ability to build effective working relationships.		X
Personal Qualities & Attributes		D	E
1.	Proactive and self-motivated, with the ability to work independently and take initiative.		X
2.	High level of attention to detail and accuracy.		X
3.	Curious and inquisitive mindset, with a strong interest in research and insight.		X
4.	Discreet and trustworthy when handling sensitive information.		X

Version 2

Date Created:	20/05/2026	By:	Philanthropy Lead
Last Amended:	25/06/2026	By:	HRBP
HR Approval	25/06/2026	By:	HR Advisor

5.	Commitment to supporting organisational goals and values.		X
----	---	--	---

D = Desirable / E = Essential

All employees are expected to:

- Show commitment to our vision, mission, and values: Courage, Compassion & Community and demonstrate this through their work and interactions internally and externally, and on our behalf.
- Be committed to furthering the aims of the organisation and to learning and developing their own skills to grow both themselves and the organisations capabilities.
- Respect our obligations and approaches to health and safety, data protection, equality and diversity and safeguarding compliance and best practice.
- To be responsible for looking after themselves and their health and to let us know if we are doing anything to affect or impact on this.
- Understanding and accept Pancreatic Cancer UK's policy on the use of animals in research which is in accordance with the AMRC.
- To promote and safeguard the good reputation of the organisation and act in a way which is ethical and moral, and to not undertake any activities that will bring the organisation into disrepute.

Version 2

Date Created:	20/05/2026	By:	Philanthropy Lead
Last Amended:	25/06/2026	By:	HRBP
HR Approval	25/06/2026	By:	HR Advisor