



MEDICAL AID FOR **PALESTINIANS**

## **JOB DESCRIPTION**

<b>Job Title</b>	Prospect Research & Insight Manager
<b>Location</b>	33a Islington Park Street, London N1 1QB
<b>Mission</b>	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement in the occupied Palestinian territory and Palestinian refugee camps of Lebanon.
<b>Job Purpose</b>	As a part of the Philanthropy Team, you will be responsible for prospect research across relevant income streams, including Major Donors, Trusts and Foundations and Corporates, supporting with the development of the prospect research strategy, and developing the Philanthropy prospect pipeline.
<b>Hours</b>	Full-time
<b>Contract</b>	Permanent
<b>Reporting to</b>	Head of Philanthropy

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.



## **Duties and key responsibilities**

### **Prospect Research and Reporting**

- Identify new prospective Major Donors, Trusts, and Corporates, ensuring that data is well managed.
- Produce detailed, qualified profiles for existing prospects and donors, ensuring that all relevant data is captured on the database appropriately and in compliance with GDPR and data protection laws. Producing briefing documents for the purpose of prospect approaches in advance of meetings and special events.
- Build, track and report on pools of prospective donors for each of MAP's strategic priorities, ensuring delivery of qualified prospects at various gift levels, to meet global fundraising ambitions.
- Work collaboratively across the organisation on a networking mapping exercise of Trustees, Patrons and other ambassadors of MAP.
- Ensure that the informed evaluation of fundraising analytics is used to effectively manage the prospect pipeline, applying up-to-date tools and research methods (including data mining and modeling). Presenting this analysis's results through various formats (including written reports and presentations) for a range of audiences.
- Work with the Head of Philanthropy and Partnerships to develop a Donor Prospecting Strategy.

### **Cross Team working**

- Work closely with the Philanthropy team and other colleagues to maximise all opportunities and support a dynamic, successful, and professional team.
- Use information from the CRM to identify our warmest supporters from other income streams, providing insight and light research as necessary in collaboration with the wider fundraising team.

## **Person Specification**

### **Knowledge / experience**

- Experience / good understanding of major donors, trusts, and corporate fundraising.
- Experience with and understanding philanthropy principles, fundraising practices, donor motivations and wealth indicators.
- Experience in conducting structured background research on high-net-worth individuals, Company Directors, and/or family Trusts and Foundation boards and the ability to gather



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and effectively disseminate information from the public domain whilst adhering to GDPR, Data protection regulations and IoF and charity law.

- Experience producing accurate reporting on research on donors and creating in-depth profiles of existing and prospective donors.
- Experience using a database/CRM in a fundraising capacity.
- Experience of prospect research globally – including but not limited to the US and UAE is desirable.

### **Skills**

- Ability to gather, analyse, and synthesise data from various sources.
- Expertise in using research tools and databases to find and interpret data on potential donors or prospects.
- Ability to identify trends and insights to support strategic decision-making.
- Skills in managing and prioritizing a portfolio of potential donors or clients.
- Strong written and verbal communication skills to present findings to key stakeholders.

### **Personal attributes and other requirements**

- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to the values and ethos of MAP (Solidarity, Dignity, Impact & Integrity).
- Commitment to upholding the rights of people facing disadvantage and discrimination.
- Commitment to a zero-tolerance policy on sexual exploitation & abuse/safeguarding.
- Support and promote diversity and equality of opportunity in the workplace.
- Maintain and improve competencies through continuous professional development.
- Treat with confidentiality any personal, private or sensitive information about individuals, organisations, clients or staff and MAP data.
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.

Note: We encourage all interested applicants to apply even if they don't meet all criteria in the person specification.