Job Title	Prospect Research Executive
Directorate	Philanthropy & Partnerships
Accountable to	Head of Philanthropy Research & Operations

About Us

The Royal Marsden Cancer Charity raises money to save the lives of people with cancer, everywhere. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

With one in two of us expected to develop some form of cancer, it is essential that we go even further in our fundraising efforts to support the essential work of The Royal Marsden. Therefore, we are delivering our most ambitious strategy yet, that will see us raising at least £215m over the 5-year period.

The Charity is committed its biggest fundraising appeal to date, for a new major development project in Chelsea. There is also an extensive portfolio of engaging projects outside of the capital appeals that help to support all aspects of the hospital's work to improve the lives of cancer patients.

Our Values

We know that to succeed it is critical to work collaboratively, with a set of shared behaviours that guide and govern how we work every day. In consultation with our staff, we have defined

five Values which we believe are central to who we are and how we work and we are committed to living them daily.

We are:

Respectful
We believe in a safe, supportive workplace, seek the expertise and contribution of others and are mindful of the needs of our supporters and stakeholders.

Kind
We are caring, responsive, considerate, and generous with our time.

Ambitious
We have high aspirations and are enterprising in our approach.

Purposeful
We make informed decisions which support our agreed priorities, showing desire and determination to achieve our goals to make a tangible difference.

Versatile
We explore alternative solutions and respond positively to new opportunities to maximise our impact.

The Philanthropy Research & Operations Team

Our team sits in the Philanthropy and Partnerships Directorate, a high performing function that is responsible for all areas of high value fundraising including major donors, trusts and foundations, corporate partners and special events/high value committee supporters.

We play a vital role in supporting the Philanthropy & Partnerships team's fundraising through the identification and analysis of prospective supporters using a variety of sources to ensure that fundraisers have the best information available to help them to maximise their potential income.

We also help protect the charity from any potential reputational damage with thorough due diligence of prospective donors, as well as ensuring we stay up to date with industry and sector trends. We also act as a bridge between the Data and fundraising teams, providing financial and statistical analysis from our database while also ensuring the P&P team remains compliant with any data processing legislation.

Job Purpose

- As Prospect Research Executive, you will work closely with the Prospect Research Manager and the Head of Philanthropy Research & Operations to deliver the prospect research, pipeline management and information management function within P&P. By doing so, you will be making a major contribution to growing RMCC's high value supporter base; and to maximising its engagement with existing and potential supporters.

- We are looking for a curious, highly motivated and proactive researcher who can turn complex information into clear, practical insight. You will be confident working independently, identifying where research can add value and taking ownership of work from initial brief through to delivery.

- Just as importantly, you will enjoy working with people. You will build positive relationships with fundraisers and other stakeholders, ask thoughtful questions, constructively challenge assumptions and confidently communicate your findings and recommendations. You will combine sound judgement and meticulous attention to detail with the initiative and flexibility needed to thrive in a fast-paced fundraising environment.

Working Relationships

- Colleagues across Philanthropy & Partnerships, particularly Major Gifts, Trusts and Foundations, Corporate Partnerships, Special Events and Stewardship; colleagues in Data, Individual Giving, Community Fundraising and Legacy Fundraising; Charity Senior Leadership; colleagues across The Royal Marsden NHS Foundation Trust; and, where appropriate, Charity supporters and volunteers.

Key Areas of Responsibility

Prospect Research

- Proactively identify and assess prospective supporters, using a wide range of internal and external sources to evaluate their capacity, affinity, propensity and potential connections to the Charity.
- Deliver high-quality prospect research briefings on individuals, trusts and corporates for P&P, members of The Royal Marsden Cancer Charity's senior leadership as well as senior volunteers and board members.
- Work directly with fundraisers to understand their priorities, clarify research needs and provide insight that supports the development of prospect strategies and relationships.
- Take ownership of research assignments from initial scoping through to delivery, agreeing priorities and managing competing requests effectively.
- Contribute ideas for new prospecting opportunities, research approaches, sources and tools
- Support the identification and prioritisation of prospects within the networks of senior volunteers, board members and other Charity stakeholders.
- Assist in collecting and analysing data to carry out due diligence research on prospective supporters, in line with The Royal Marsden Cancer Charity's Moral & Ethical Fundraising Policy and internal guidelines.

Pipeline Management

- Work with the Prospect Research Manager and fundraisers to maintain an accurate and useful picture of the P&P prospect pipeline.
- Proactively identify gaps and opportunities within portfolios and pipelines, raising these with colleagues and agreeing appropriate action.
- Build positive working relationships with fundraisers to support effective portfolio management.
- Ensure personal information is recorded accurately, consistently and in accordance with applicable data-protection requirements.

Information Management and Reporting

- Maintain accurate and relevant information on individuals, companies, trusts and foundations within the Charity's systems.
- Produce queries, reports and analysis that help colleagues make informed decisions about prospects, portfolios and fundraising priorities.
- Work collaboratively with Data and fundraising colleagues to improve the quality and usefulness of prospect and pipeline information.

- Contribute proactively to the development of research, information-management and reporting processes.
- Support the P&P team's response to legal and regulatory requirements, including GDPR, through the development and implementation of appropriate policies and procedures.

General responsibilities

- Work confidently with colleagues across the Charity, adapting communication and research outputs for different audiences.
- Manage your own workload proactively, balancing planned priorities with emerging research requests and communicating early where deadlines or expectations need to be agreed.
- Use initiative and sound judgement to progress work, seeking guidance where appropriate while avoiding unnecessary reliance on detailed instruction.
- Share knowledge, ideas and useful intelligence with colleagues, contributing to a collaborative and curious team culture.
- Maintain high standards of accuracy, confidentiality and responsible information handling.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

Candidates must be able to demonstrate	Essential (E) or Desirable (D)
Experience and knowledge	
Excellent knowledge of the principles of major gift fundraising to include identification, research, solicitation and stewardship	D
Experience of using and championing the intelligent use of Raiser's Edge or a similar CRM system for data capture and reporting	D
Excellent knowledge of the General Data Protection Regulation and other relevant legislation and policies within a high value fundraising environment	D
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
Educated to degree level	D
Key competencies	
Excellent written communication skills and the ability to present complex information for a range of audiences in a variety of formats	E
Ability to work to the highest standards, to be analytical, methodical and thorough with meticulous attention to detail	E
Ability to be pro-active and self-motivated	E
Ability to provide and receive highly complex, sensitive and confidential information	E
Ability to problem solve, be adaptable, flexible and able to cope with uncertainty and change	E
Highly numerate; able to understand and interpret financial reports	E
A desire and aptitude to develop a career in prospect research	E

We know that good candidates may not meet every single requirement in our job description. If you're excited about this role and believe you can bring value to our team, we encourage you to apply — even if your experience doesn't align perfectly with every point. We're committed to building a diverse, inclusive, and supportive workplace where different perspectives are valued and everyone has the opportunity to grow.

Conditions of Service

Salary	£30,000-£32,000 per annum
Contract Type	Permanent
Hours of Work	37.5 per week
Location	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from our Sutton site.
Benefits	27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more. Refer to our summary of benefits information attached, and on our website for further details.

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities

Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

- Self -referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.