

Prospect research officer



Directorate

Fundraising, communications and engagement

Team

Philanthropy and special events

Reporting manager

Prospect, research and information manager

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However, you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The fundraising, communications, and engagement directorate at Breast Cancer Now is responsible for communicating, engaging, and fundraising to our key audiences across a range of channels; from people living with or beyond breast cancer and their loved ones, to supporters, corporate partners, policy makers and healthcare professionals. We create and deliver high-quality, engaging information and communications about breast cancer, the impact our work has and ways to engage with Breast Cancer Now. We're led by the voices of people affected by breast cancer and involve them and champion their views and needs across a range of communications and platforms.

We're working hard to build our brand to builds awareness, trust, loyalty, passion, and affinity with people affected by breast cancer and to be here for everyone who needs us.

We're responsible for delivering c£40 million gross income annually through our fundraising. We fundraise through a broad portfolio of fundraising products, partnerships, and relationships, all with the aim of delivering sustainable income and valued relationships for supporters and for Breast Cancer Now for the long term. We work collaboratively across the charity to develop fundraising which shows the impact our supporters have and the change we want to see in breast cancer.

All our work, and our focus is to be here for anyone affected by breast cancer, with support for today and hope for the future.

Our directorate includes teams across:

- brand, marketing, and communications
- digital
- press, PR and celebrity
- individual engagement and supporter operations (incl. supporter experience)
- community and events
- corporate partnerships
- philanthropy and special events.

Job purpose

This is a key role in contributing to Breast Cancer Now's ambitious fundraising target. This role is responsible for identifying and researching new major donors, trusts and corporate partners. This is along with a review of our current prospects and donors. You will work closely with the prospect research manager to deliver high quality research, due diligence and pipeline management. In addition, you will also work collaboratively with other teams and stakeholders at Breast Cancer Now to help meet our overall mission.

Key tasks and duties

- Conduct in-depth research on prospective donors, identifying qualified leads with an interest in supporting our key projects and strategic priorities.
- Prepare research in different formats on potential donors and supporters with recommendations for philanthropy managers and the senior leadership team.
- Develop and maintain a prospect pipeline providing philanthropy managers with the required number and level of prospects to meet team's objectives and financial targets.
- Support the philanthropy managers to develop their prospect pools by network mapping.
- Ensure the CRM system is kept up to date with accurate and current information on prospects, contacts and ensure it is stored accurately and in accordance with GDPR and Breast Cancer Now's policies.
- Prepare guest biographies ahead of special events.
- Carry out due diligence on donors and prospects to ensure donations are accepted in accordance with Breast Cancer Now's Gift Policy.
- Support the prospect research manager with monthly prospect pool reviews across philanthropy, trusts and corporate partnerships.
- Respond to ad hoc research requests in a timely manner.
- Contribute to the overall prospect research strategy in identifying new prospecting opportunities.

- Conduct regular horizon scanning of the latest philanthropy news and share with the philanthropy and specials events team.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Proven prospect research experience in a charity or not-for-profit organisation	x	x
Experience of conducting research on high net worth individuals and trusts and identifying capacity and propensity to our cause	x	x
Experience of producing research in different formats including full profiles, briefing notes and snapshot research	x	x
Experience of working with a CRM system to monitor donor information and identify high value opportunities	x	x
Experience of pipeline management	x	x
Understanding and experience of working with different prospect research tools and their benefits	x	x

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent verbal and written skills and the ability to present to different audiences	x	x
Excellent interpersonal and relationship building skills	x	x
Ability to effectively manage and prioritise a busy and varied workload	x	x
Ability to be part of a team and work independently		x
Ability to show tact and discretion when dealing with sensitive and confidential information		x
Ability to conduct research on high net worth individuals in accordance with GDPR	x	x
Excellent attention to detail	x	
Confident user of Microsoft Office (Word, Excel, Outlook and PowerPoint)	x	
Understanding of due diligence and the ability to escalate reputational risk or ethical issue concerns on prospects and supporters	x	x

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Knowledge of major donor, trusts, foundations and statutory funding	x	x
Knowledge of other areas of fundraising e.g. corporate, community and events	x	x
Knowledge of due diligence, data protection laws and the guidelines	x	x
Broad understanding of the UK non-profit sector		x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Awareness of the Institute of Fundraising's Codes of Fundraising Practice or equivalent		x
An interest in cancer charity funding and its landscape		x
Understanding of the principles of philanthropy and donor motivations		x

Role information

Key internal working relationships

You'll work closely with the following:

- Prospect research manager
- Philanthropy and trust teams
- Special events team
- Data team
- Corporate team
- Individual giving team

Key external working relationships

You'll work closely with the following:

- Prospect Research networks across the sector

General information

Role location and our hybrid working model	<p>This role can be based in either our London or Sheffield office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in either:</p> <p>The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday) or</p> <p>St James House, Vicar Lane, Sheffield S1 2EX (open Monday to Thursday)</p>
Induction	<p>It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.</p>
Hours of work	35 per week, Monday to Friday
Contract type	Permanent

Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated January 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity