



Being there for *you*
and *your family*

Job Description

Prospect Researcher

Full Time (37.5 hours per week)

Reports into: Philanthropic Fundraising Manager

Job Purpose

The Prospect Research Manager will be instrumental in driving the growth and strategic development of the prospect pipeline to support LOROS Hospice's fundraising ambitions.

By identifying, researching, and prioritising high-potential supporters in close collaboration with the high-value fundraising teams (Major donors, Trusts & Grants & Corporate), this role will play a key part in increasing income and strengthening donor engagement.

Key Responsibilities

Prospect Research & Pipeline Growth

- Refine and implement a strategic, proactive prospect research function that will produce and maintain a pool of prospective donors who have the capability of making significant contributions to LOROS's fundraising targets.
- Identify, evaluate, procure and review research sources (directories, commercial databases, due diligence and news sources) in order to ensure that the Department has the most appropriate resources.
- Identify potential donors to LOROS including companies and individuals, and conduct further research and analysis on potential and existing donors to LOROS
- Facilitate the solicitation of major gifts by providing timely and accurate information about prospective donors for fundraising managers and the Senior Leadership Team and Board, involved in high-level face-to-face fundraising.
- Prepare briefing notes of appropriate detail on prospective and current donors and supporters attending LOROS events, detailing relevant information about guests' background, their relationships with LOROS and opportunities for future engagement.
- Work alongside colleagues from across the organisation to recommend prospective guests (including prospective and current donors, corporate contacts, local stakeholders, representatives of charitable trusts) for LOROS events and activities.
- Provide fundraising management and the Senior Leadership Team with news and updates relating to current, and potential donors.

Strategy, Donor Intelligence & Insight

- Work closely with Philanthropy Fundraising Manager and Senior Leadership to design and deliver a comprehensive prospect development strategy that supports long-term fundraising objectives and aligns with organisational priorities.
- Review and refine prospect tracking on the CRM system to ensure that all contacts, approaches and other interactions with prospective and current donors are recorded on the database in order to allow fundraisers and their managers to review progress against activity and fundraising targets.
- Review and refine capacity ratings so that they correctly identify the giving potential of prospective major donors.
- Refine and monitor the rating system for corporate prospects, ensuring that information is updated consistently and accurately.
- Ensure that information from prospect meetings is captured, and recorded consistently on Raiser's Edge in order to ensure the accuracy and currency of dashboards and KPI reports.