



SELECTION CRITERIA

POST: Prospect Researcher
DEPARTMENT: Fundraising Department

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	Educated to A Level standard or equivalent, and GCSE Grade C or above or equivalent in Maths and English	Member of the Chartered Institute of Fundraising	Application Form Certificates Membership details
Skills / Abilities	<p>Analytical and research skills.</p> <p>Ability to track and record relevant contact information on CRM.</p> <p>Ability to identify, evaluate, procure, and review research sources.</p> <p>Ability to communicate effectively, clearly both verbally and in writing and create detailed briefing notes.</p> <p>Understanding of prospect pipeline management</p> <p>Strong organisational skills, with ability to manage multiple accounts, projects and deadlines.</p> <p>Ability to communicate effectively and confidently with senior internal stakeholders and partners</p> <p>Numerate and able to efficiently understand and manage financial information and data.</p> <p>Ability to condense large quantities of information into a user friendly format.</p> <p>Strategic thinker with excellent attention to detail.</p> <p>-Ability to use initiative to</p>	<p>Understanding of Raisers Edge, or a similar CRM system including creation of queries and reports</p> <p>Ability to develop attractive proposals and a case for support to secure long-term partnerships with multi-year commitments</p> <p>Ability to write and format financial reports and create commentary on financial results including dept budgets</p>	<p>Application Form</p> <p>Assessment Centre</p>

	<p>creatively source information to identify cross team opportunities.</p> <p>Proficient in Microsoft Office packages including Outlook, Word, Excel, Powerpoint.</p> <p>Excellent communicator - confident and competent to communicate clear and useful information to fundraisers.</p> <p>Ability to accurately and consistently record relevant information from donor prospect meetings.</p>		
Experience	<p>Track record of completing high quality prospect research quickly and accurately</p> <p>Experience of creating in-depth research reports particularly regarding prospect funders and donors</p> <p>Experience of account management in a charity or commercial sector</p> <p>Proven experience in prioritising and managing varied workload and time.</p>	<p>Has previously worked in Hospice setting within Fundraising dept</p> <p>Experience of using online research directory tool</p> <p>Experience of understanding wealth screening resources, including identification and reporting</p>	<p>Application Form</p> <p>Assessment Centre</p>
Knowledge	<p>Understanding of strategic prospect research functions, and how to implement them.</p> <p>Knowledge of how to use capacity ratings for donors and prospects and able to demonstrate ability to update consistently and accurately.</p> <p>Knowledge of the relevant areas of the Fundraising Regulator relating to Individual Giving, Events and Organisational Giving including Trusts and Grants</p> <p>Basic knowledge and</p>	<p>Member of local networking groups</p> <p>An understanding of the laws relating to charities in particular GDPR, data protection</p> <p>Knowledge of major donor fundraising and motivations to give (philanthropic giving)</p> <p>Knowledge of philanthropists and companies who may be interested in partnering with a charity like LOROS.</p>	<p>Application Form</p> <p>Assessment Centre</p>



	understanding of major Leicestershire and Rutland funders and organisations that support charities.		
Motivation and personal attributes	<p>Able to contribute towards LOROS' values and behaviours in particularly being professional and collaborative.</p> <p>Curious Self-motivated Confident Enthusiastic Team Player Approachable and empathic Initiative Personable Flexible</p>	<p>Commercial awareness and a results driven nature.</p> <p>Ability to meet deadlines and be able to comfortably deviate from a 'to-do' list to meet any urgent needs.</p> <p>Driving license and use of car.</p>	Assessment Centre

HLS March 2026