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| **Job Title** | Prospect Research Manager |
| **Reports to** | Development Operations Director |

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| **Job Purpose** |
| The Prospect Research Manager is a crucial and integral part of the College’s Development Team. They are responsible for the development, implementation and management of an effective prospect management strategy while simultaneously providing research, analysis and robust prospect profiles to support Eton in realising its fundraising goals and achieving its ambitions. They set the strategic direction for prospect identification, qualification and rating; prospect development, management and tracking; prospect strategy development and development research in support of the School’s fundraising priorities.  |

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| **Key Tasks and Responsibilities** |
| * Develop, implement and manage a research strategy to support fundraising at Eton, and contribute to the strategic planning for the office as a whole.
* Work closely with the Director of Development, and in partnership with the wider fundraising team, in delivering strategic fundraising goals.
* Review, develop and manage the process for prospect identification, qualification, research and tracking.
* Develop and implement strategies for acquiring new prospects (high net worth individuals, trusts and foundations, high profile influencers, companies and community partners) in order to ensure the ongoing development, expansion and renewal of the School’s prospect pool.
* Work closely with the Director of Development and Operations Director on the management of active prospect portfolios, including prospect allocations to the members of the fundraising team.
* Develop, implement and manage systems and procedures to meet the qualitative information needs of the fundraising team, senior management and senior volunteers in support of the cultivation of prospects and the solicitation of major gifts.
* Record qualitative information and prospect research efficiently and effectively in the School’s database (ThankQ) and be responsible for the accuracy and appropriateness of the information recorded, ensuring that it is compliant with data protection legislation and allows for efficient reporting.
* Manage the prospect management elements of the database; developing and documenting appropriate policies and procedures. Design pipeline, portfolio, action, and other prospect management reports. Update reports as necessary.
* Disseminate prospect management reports to members of the fundraising team on a regular basis, ask for feedback, and facilitate updates to the database. Develop dashboards, lists, and other methods of disseminating portfolio and other prospect reports to fundraisers on a real-time basis.
* Create and maintain templates for research reports such as research profiles and biographical summaries and provide timely, accurate and detailed profiles and biographies on prospects to Development Office staff and senior staff.
* Work with the Stewardship Deputy Director and fundraising team on compiling guest lists for a range of events.
* Work with high level volunteers to identify their networks and assist them in cultivating donors on behalf of Eton.
* Maintain a capacity, affinity and propensity rating system and provide statistics and analysis to inform campaign targets and feasibility.
* Work with the Development team’s Database & Gifts Manager to put data strategies and systems in place.
* Conduct due diligence research as required, recording the outcomes of decisions on gift acceptance and advising on policies and processes.
* Manage relationships with various College offices (particularly The Provost’s, Vice-Provost’s and Head Master’s offices, the Bursar’s Department, and Admissions).
* As needed, plan, execute and manage meetings that advance donor identification and cultivation for major gifts, attending as needed.
* Identify best practices at other organisations for prospect research planning and operation.
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their line manager. |

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| **Stakeholders**  |
| The Prospect Research Manager will have the ability to work independently, showing sound judgement and cultural awareness, as well as collaboratively with a range of internal and external stakeholders. Key stakeholders include, but are not limited to:* The Provost’s Office
* The Head Master’s Office
* The Vice-Provost’s Office
* Bursar’s Department
* Staff Common Room (SCR)
* Volunteers
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| **Skills and Competencies Required** |
| In this role you will need to build and sustain positive relations across the organisation while managing key projects and people both internal and external. You will also need:* Demonstrable prospect research experience and success in developing sophisticated prospect research and analysis to advance an institution’s fundraising success.
* An understanding of the donor cycle and the critical role of prospect research at each stage.
* Experience in implementing short- and long term goals while managing multiple projects, tasks, and deadlines.
* Significant experience of researching and qualifying potential donors or sponsors and of supporting fundraisers in creating prospect pipelines and cultivation strategies.
* Ability to work accurately with numbers, analyse and combine large volumes of information into accurate and coherent well-written documents.
* Good working knowledge of Major Donors, Trusts & Foundations, Special Events, Corporate and Community fundraising areas.
* Great strategic thinker with planning skills and high attention to detail.
* Knowledge of the range of resources available to development researchers, including tools and vendors desired.
* Excellent working knowledge of a CRM system/database.
* Good working knowledge of the Data Protection Act and tax efficient giving (e.g. Gift Aid) and their implications in development work.
* Ability to handle sensitive and confidential information appropriately and with discretion.
* Resourcefulness and the ability to prioritise, multitask, and to work under deadline pressure.
* Flexibility, including flexibility with hours of work.
* Excellent knowledge of Microsoft Office including Outlook, Word, Excel, PowerPoint, OneDrive, SharePoint, and Teams.
* Excellent communication skills demonstrated by; concise and persuasive writing, public speaking, and private discourse with the ability to engage a variety of audiences. An independent problem solver who can think proactively, take initiative, set priorities, and bring tasks to completion with appropriate follow-up.
* Strong team player, with willingness to support colleagues.
* Demonstrable interest in fundraising and education.
* An interest in Eton College and our partner organisations.

You may also need:* A relevant degree/diploma or equivalent qualifications
* Previous experience of working within a school environment or an appreciation of working within a school environment.
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