### 

**Prospect Research Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job level** | **Grade 4,**  **Professional Level 2** | **Reports to** | **Head of Development & Supporter Operations** |
| **Directorate** | **Fundraising** | **Function** | **Supporter operations** |
| **Contract** | **Permanent – 0.4 FTE** | **Location** | **Regent’s Park – Hybrid** |

**Responsibility for resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct line reports** | **0** | **Responsibility for other resources** | **Confidentiality of Prospect data obtained** |
| **Financial resources** | **0** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The Prospect Research Manager will play a key role in supporting the Development team to build and maintain a strategic, data driven fundraising pipeline aligned with ZSL’s priorities. This role is responsible for donor research, pipeline development, and philanthropic analysis, as well as creating tools and templates to support prospecting and network mapping. With the recent implementation of a new CRM, the postholder will shape a consistent and high-quality approach to prospect research and data management.

**Key responsibilities**

**Internal stakeholder engagement**

* Collaborate with the fundraising leadership team to shape and deliver a prospect development strategy aligned with income targets and fundraising priorities.
* Support internal stakeholders in understanding and observing compliance, ethics and due diligence in relation to prospect research and subsequent data management processes.
* Assist with network mapping and engagement planning of the CEO’s network and on occasion, other Executive Committee members and suggest ways to streamline collaboration and follow up.
* Share expert advice and sector insights in relation to Prospect Research to support strategic decision making and strengthen donor engagement approaches.

**Research and engagement**

* Conduct high-quality, focused prospect research to support pipeline development across ZSL’s priority income streams: institutional fundraising, individual giving, and corporate partnerships.
* Produce detailed research briefings, biographies, and donor insight reports for fundraisers and senior leadership to support cultivation and activity.
* Advise on donor moves and next steps in cultivation plans, enabling fundraisers to build strong, informed relationships.

**Fundraising policy and systems**

* Develop a working knowledge of Tessitura CRM to support accurate data entry for use of research insights across the team.
* Contribute to the development and improvement of prospect management tools and processes, including allocation and tracking of prospects.
* Identify opportunities to streamline and improve research and pipeline development workflows.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

|  |  |
| --- | --- |
| Experience | |
| Essential | * Experience of successfully implementing a prospect development strategy to support increasing and diversifying income * Proven experience in identifying and conducting detailed research on high-net-worth individuals, trusts and corporates for the higher education /charity sector * Evidenced track record of supporting fundraisers with insights in fundraising to achieve six or seven figure donations * Experience of using databases within fundraising for prospect management and reporting and making appropriate data management recommendations (Tessitura would be an advantage) * Experience in wealth screening, capacity assessment and affinity analysis to provide propensity scoring |
| Desirable | * Experience of fundraising for conservation and wildlife impact * Experience of the Tessitura CRM system * Experience of being responsible for prospect research resources, including the negotiation and renewal of contracts, and for commissioning external wealth screening * Experience of reviewing operational practises and contributing to new process implementation of development research within a fundraising team. * Experience in consulting or working with multiple clients to deliver high quality prospect research |
| Knowledge and skills | |
| Essential | * Knowledge of data protection regulations and how it applies to prospect research and development (e.g. GDPR and the Fundraising Regulator Code of Practice) * Knowledge of the principles of philanthropic analysis, relationship mapping and connections, and what makes a good fundraising prospect. * Demonstrable ability to engage, share expertise, and appropriately challenge senior stakeholders, including CEO with strong interpersonal skills and discretion * Excellent organisational skills and the ability to manage own workload, , meeting tight deadlines in a fast-paced environment while managing multiple projects in a complex environment. |
| Additional requirements | |
| Essential | This post is a blended role for office and home working with an expectation of being on site at least twice a month.  Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) |