

Job Description – Senior Prospect Research Officer (Maternity Cover)



This job description serves to illustrate the type and scope of what is required for the post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or level of responsibility entailed.

Section 1 - Job Details

Job title	Senior Prospect Research Officer
Directorate area	EIG
Department/Team (if applicable)	Philanthropy & Partnerships
Reports to	Prospect Research Manager
Direct reports	N/A
Job Location	Office-based from one of our national offices (London, Cardiff, Belfast, or Edinburgh) with flexibility to work remotely
Contracted hours are agreed locally with line managers	

Section 2 - Job Purpose

<p>To implement a prospect research strategy that will provide good prospect research for the MS Society to ensure the best possible targeting for income generation</p> <p>Identify and research major donor, trusts, corporate and other funder prospects</p> <p>Collate and review data on all of the Society's current major donor, trusts and corporate contacts</p> <p>Contribute to the overall implementation of the Philanthropy & Partnerships team's objectives</p>
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Section 3 - Key Responsibilities/Accountabilities

	Responsibility and Accountability
1	Create and maintain detailed, up-to-date accurate profiles on new and existing donors
2	Develop and manage processes to ensure a steady flow of fully researched prospects into the Philanthropy & Partnerships team and Stop MS Appeal pipelines, supporting the development of cultivation and stewardship plans
3	Conduct due diligence research to assess and escalate reputational risk or ethical concerns
4	Maintain up to date network maps for Senior Volunteers and Key Influencers, highlighting individuals, trusts or corporate prospects
5	Create and collate guest biographies for events
6	Respond to specific prospect research requests as required
7	Monitor and evaluate the performance of prospecting activities
8	Support best practice database use across the team and assist in the production of reporting required from the database

Section 4 – Dimension of the role

Resources	Responsible for the proper use and safekeeping of data assets within the scope of the role as well as prospect research resources and subscriptions
Staff/Volunteers	
Budget	
Key relationships	Prospect Research Manager, Heads of Team within the Philanthropy & Partnerships team, members of the Philanthropy & Partnerships team
Information security/ data governance	Responsibility for undertaking relevant actions and responsibilities according to the role assigned by the MS Society

Section 5 – Key deliverables

	Measures of success
1	Identify and allocate target number of prospects for each team and gift level
2	Research profiles, guest biographies and due diligence reports are produced to a high quality standard, in line with data protection regulations, within the agreed upon timeframe
3	Encourage and support efficient use of data within the Philanthropy and Partnerships team, by working with team members to ensure database records are kept up to date, accurate and relevant, and assist in the production of reporting required from the database

Section 6 – Competencies and contribution

Competency	Level required (see below)	B	E	A	T
Fosters co-production	2		X		X
Open to change and innovation	3	X		X	
Sound decisions	2		X	X	
Collaborative working	3				X
Effective communication	3			X	X
Outcome focussed	2	X			X
Inclusivity	3				X
Accountability	3	X	X	X	X
Tech savvy	3	X		X	

Level	
5	Strategic – Senior management and/or strategic responsibility requiring wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.
4	Expert/ Recognised authority – Responsible for managing significant resource (people, budget etc) associated with the function/activity. Demonstrates expert knowledge and relevant and appropriate professional leadership and influence. Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges.
3	Complex - Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.
2	Enhanced - Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process. Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.
1	Foundation – roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.

Section 7 - Learning & Development requirements

(List L&D requirements for role)

Foundation (mandatory)	N/A
Additional internal learning/ courses required for role	N/A
Other professional training/qualification required	N/A

Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

Those that are marked as essential and will be tested at application stage (A) will be used as shortlisting criteria for determining who will be invited to interview.

Requirement	Essential	Desirable	Tested*
Demonstrable experience of identifying and qualifying potential new major donors, trusts, and corporates and making recommendations on actions to take	X		A, I, T, P
Experience of delivering a prospect research strategy using appropriate tools and processes	X		A, I, P
Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences	X		A, I, P
Good organisational and workload management skills, with the ability to prioritise and work to deadlines	X		A, I, P
Excellent interpersonal skills, able to influence/persuade a wide range of stakeholders and to form and maintain good internal and external working relationships	X		A, I, P
Demonstrable commitment to collaborative team work	X		A, I, P
Experience of working with databases, for example Dynamics365	X		A, I, P
In-depth knowledge of major donor, trusts, foundations and statutory funding including approaches, applications and funding issues	X		T, P

Understanding of data protection issues, particularly the collating and storing of information on individuals	X		I, P
Excellent IT skills, in particular Word, Excel, and Outlook	X		P
Experience of working on cross-organisational projects and the ability to simultaneously manage a wide range of tasks		X	P
Knowledge of prospect research tools and advanced internet search skills		X	P
Good analytical and numerical skills		X	P

*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

Section 9 – Additional Information and Requirements

Confidentiality	Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.
Equality, diversity and inclusion	Ensure all duties are carried out in a manner which promotes the MS Society's equality, diversity and inclusion policies and practices. As a charity whose primary focus is to support and improve outcomes for disabled people. We expect all colleagues to be curious and innovative in identifying and removing any barriers experienced by disabled people whilst working with us. As well as adopting an inclusive approach and embedding EDI principles in their day to day work.
Health & safety	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
Safeguarding	MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and Disclosed Barring Service checks will not be required for this role.
Digital, data and Technology	Competently utilise technology to perform the role including internet-based voice and video calls, Microsoft Office applications, the MS Society intranet, human resource and finance systems, case management system software and other bespoke MS Society software and applications.
Key contacts/relationships	Prospect Research Manager, Heads of Team within the Philanthropy & Partnerships team, members of the Philanthropy & Partnerships team
Unusual specific physical/mental	None

demands associated with the role	
Travel requirements	Travel to London office required three times a year
Unsocial hours	None

Last updated (December 2024)