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# Prospect Research Manager Candidate Information

July 2025

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## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### Development & Communications

Our directorate is responsible for maximising support from major donors, individuals, trusts and foundations, corporates, charity partners and events. We have a proud track record of performing at a consistently high-level year on year, raising in excess of £14m per annum.

We have ambitious plans to expand our philanthropic and fundraising income for pioneering new research projects and have launched a £50m campaign to support our drug discovery work.

This is an exciting time to join our team and play a key role in this campaign, which will help our scientists make the discoveries that are so urgently needed to improve cancer patients' lives.

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# Prospect Research Manager

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### Prospect Research Manager

The Prospect Research team plays a central role in unlocking new funding opportunities across the ICR's philanthropic income streams, sourcing, assessing and validating these opportunities. It is responsible for delivering high-quality, insightful prospect briefings and fundraising intelligence. This supports the ICR fundraisers in their efforts to grow our donor community, build meaningful relationships with high net-worth individuals, trusts, foundations and corporates who have the interest and capacity to support the ICR's vital research.

We are seeking a Prospect Research Manager to expand the team's capacity and play a key role in supporting the Development & Communications directorate to maximise income secured across our philanthropic income streams, including through our £50m fundraising campaign.

The successful candidate will have experience of devising and successfully implementing targeted prospecting strategies. You will play a lead role in identifying philanthropic HNWI's and corporates with an interest and inclination to support our work. The post holder will also be responsible for carrying out due diligence research and alerting fundraisers to reputational risks identified in support of the ICR's gift acceptance policy.

You will work closely with the Head of Prospect Development to support fundraisers in maximising the fundraising success of our senior volunteer network through network mapping and expanding its ranks. In addition, the post holder will manage the Prospect Research Executive, providing development and mentoring support.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

# Prospect Research Manager

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### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



*Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”*

**Professor Kristian Helin**  
Chief Executive

# Prospect Research Manager

## Candidate Information

### Job description

Department / division:	Development & Communications
Pay grade / staff group:	Professional Services 4
Hours / duration:	Full time (35 hours per week), Monday to Friday.
Reports to:	Head of Prospect Development
Main purpose of the job:	To source, assess and validate new funding opportunities across ICR’s philanthropic income streams, particularly HNWI and corporates. To deliver high quality, insightful prospect briefings and fundraising intelligence, which will enable fundraisers to engage successfully with philanthropists, trusts, foundations and corporates, and maximise philanthropic income secured to support the ICR’s vital research.

### Duties and responsibilities:

- Devise targeted prospecting strategies to identify philanthropic HNWI and corporates with the interest and capacity to give major/principal gifts to support the ICR’s work, as well as senior volunteers who could facilitate introductions to prospects identified.
- Successfully implement these prospecting strategies, as well as assessing and qualifying HNWI and corporate prospects referred to the directorate, to ensure the prospect pipeline is regularly and well supplied.
- Deliver high quality, insightful prospect briefings, accompanied by key insights from the research and recommendations to inform the development of prospect cultivation plans and engagement. Ensure all briefings are prepared in compliance with data protection regulations.
- Conduct network mapping to identify connections within the ICR’s networks that can be leveraged to engage prospects identified.
- Undertake reputational risk assessments and due diligence research to support the implementation of the ICR’s gift acceptance policy. Ensure reputational risks identified are flagged with the Head of Prospect Development, the Chief Development & Communications Officer, fundraisers and other appropriate colleagues in a timely manner.
- Act as line manager to the Prospect Research Executive, providing effective development support and mentoring to motivate and empower them to perform to their highest potential and be a valued, productive member of the directorate.
- Provide prospect management support to fundraisers, as required, including assisting with the implementation of prospect management processes on Raiser’s Edge NXT. Support the delivery of prospect management meetings through the preparation of prospect briefings, reports and other papers, as required.

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### General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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### Person specification

#### Education and Knowledge

Educated to degree level or possessing equivalent knowledge/experience gained from relevant roles.	Essential
A good working knowledge of the world of prospect research, philanthropy and fundraising, as well as the wider not-for-profit and/or higher education sectors.	Essential

#### Skills and Experience

2 years+ experience of conducting prospect research, reputational risk assessments and due diligence research in a charity or higher education setting.	Essential
Experience of devising and successfully implementing targeted prospecting strategies to source prospects with the capacity to make donations at the major and principal gifts level.	Essential
Good working knowledge of prospect research techniques, including wealth estimation/gift capacity rating, tools and resources.	Essential
Proficient in analysing a range of information types and sources e.g. biographical information, annual reports, accounts and other financial information, news archives, industry and market data, etc.	Essential
Good working knowledge of how data protection regulations apply to prospect research to ensure all prospect briefings are completed in a compliant way.	Essential
Strong communication and presentation skills across written and oral formats. Ability to produce relevant and insightful content, and present it in a manner that informs and engages different audiences – from fundraisers and other directorate colleagues to senior faculty, leadership and volunteers.	Essential
Good working knowledge of prospect management systems and processes.	Essential
Experience of working with a CRM system, such as Raiser's Edge NXT, particularly the query, prospect pipeline and portfolio management functions.	Essential
Experience of working in a major gifts fundraising environment and a good working knowledge of the types of information required by fundraisers.	Essential
Excellent IT skills and good working knowledge of commonly used software packages.	Essential
Experience of working within a scientific or academic environment.	Desirable

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# Prospect Research Manager

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### Benefits

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We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service. All staff receive an additional three days at Christmas.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### Further information

You may contact Caroline Porter for further information by emailing **[caroline.porter@icr.ac.uk](mailto:caroline.porter@icr.ac.uk)**. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.