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# Prospect Research Executive Candidate Information

April 2024

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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

The Development & Communications directorate is responsible for philanthropic and fundraising income across the ICR, maximising support from individuals, trusts, foundations, companies, charity partners, appeals 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 ambitions to grow this significantly over the next few years, with a particular focus on supporting our Centre for Cancer Drug Discovery.

Join us to help our scientists make the discoveries that are so urgently needed to improve cancer patients' lives.

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### **Prospect Research Executive**

The Prospect Research team is responsible for delivering high quality, insightful prospect briefings and fundraising intelligence. This supports the ICR's fundraisers in their efforts to grow our donor community, building meaningful relationships with philanthropic individuals, trusts, foundations and companies with the interest and capacity to support the ICR's vital research.

We are seeking a Prospect Research Executive to play a key role in supporting the Development & Communications directorate to maximise philanthropic and fundraising income secured.

The successful candidate will have some experience of undertaking online and desk-based research, as well as a basic knowledge of search engine functionality and the use of search operators. You will demonstrate the ability to digest and analyse information, and disseminate the key points in a concise manner. You will also possess a keen eye for detail. You will be an able communicator, capable of writing and presenting your work in a manner that informs and engages different audiences.

The post holder will receive training in the fundamentals of prospect research, due diligence, market intelligence research and prospect management. You will also have the opportunity to attend external training, seminars and conferences to further develop your skills and knowledge of the wider prospect research and fundraising communities, not-for-profit and higher education sectors. This role also provides an opportunity for progression, taking on further responsibilities in the future.

Reporting to the Head of Prospect Development, the post holder will work right across the Development & Communications directorate.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

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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

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### Job description

**Department / division:** Development & Communications

**Pay grade / staff group:** Professional Services 5

**Hours / duration:** Full time (35 hours per week), Monday to Friday.

**Reports to:** Head of Prospect Development

**Main purpose of the job:** To deliver high quality, insightful prospect briefings and fundraising intelligence, which will enable fundraisers to engage successfully with philanthropists, trusts, foundations and companies, and maximise philanthropic income secured to support ICR's vital research.

### Duties and responsibilities:

Carry out in-depth research and data analysis to identify philanthropists, trusts, foundations and companies with the potential to make major gifts to the ICR.

Deliver high quality, tailored prospect briefings in accordance with data protection requirements.

In support of the ICR Gift Acceptance policy, carry out due diligence research and alert fundraisers to reputational risks identified.

Become proficient in the use of the Raiser's Edge NXT (RE NXT) database, including its prospect management, query, event and list functions. Work closely with fundraisers to ensure that RE NXT is kept up-to-date and accurate.

Play a key role in the Prospect Research team's delivery of insightful, topical and engaging market intelligence content to keep the Development & Communications directorate up-to-date on key issues and trends affecting the charity and higher education sectors.

Collate invitation lists and prepare snapshot guest biographies to support cultivation and stewardship events. Support fundraisers, senior staff and volunteers at these events, as required.

Learn and keep abreast of the latest prospect research techniques and tools. Be committed to implementing best practice across all areas of work.

Support the Prospect Research team with general administrative tasks and undertake other duties appropriate to this role as required.

### 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

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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

#### Experience and Knowledge

Experience of conducting online and desk-based research e.g. in an academic setting.	Essential
Experience of absorbing and analysing data in volume, extracting and disseminating the key information in a concise manner.	Essential
Experience of presenting information in both written and oral formats to different audiences.	Essential
Track record of providing high levels of customer service to internal customers and external stakeholders.	Essential
Track record of successfully managing and prioritising a busy and varied workload.	Essential
Proficiency in the use of Word, Excel, PowerPoint and Outlook.	Essential
Experience using 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.	Desirable
Experience of working with a CRM system, such as RE NXT.	Desirable
Experience of working within a scientific or academic environment.	Desirable

#### Skills

Able to demonstrate a basic knowledge or search operators (e.g. Boolean) and the functionality of search engines and databases.	Essential
Ability to understand, interpret and present different types of information, including complex data.	Essential
Basic knowledge of the different types of information sources.	Essential
A keen eye for detail.	Essential
Excellent written and verbal communication skills.	Essential
Tenacious and self-motivated approach to work.	Essential
Strong organisational and project management skills – the ability to plan and prioritise work to meet tight deadlines, as well as identify and resolve problems in a timely manner.	Essential
Demonstrates discretion, tact and diplomacy.	Essential

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Collaborative working style and a good team player who is willing to interact with the wider Development & Communications directorate.	Essential
A genuine interest and willingness to engage with the ICR's scientific research and a passionate belief in our mission.	Essential

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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.