

The Institute of Cancer Research Job Description

Job title: Head of Prospect Research & Gift Administration

Responsible to: Director of Fundraising

Responsible for: Team of 2, across prospect research, information systems and gift administration

Location: Chelsea, London, with 1 day per week at Sutton site

Main purpose of the job:

- To set up a high quality prospect research, identification and profiling function for ICR fundraising
- To maximise use of our fundraising information systems, including Raisers Edge
- To be responsible for all gift administration and liaison with the Finance department

The Institute of Cancer Research (ICR), a College of the University of London, is one of the world's leading cancer research organisations, rated top in Europe and fourth globally by research impact. In partnership with The Royal Marsden NHS Foundation Trust, the ICR forms Europe's leading comprehensive cancer centre, and together we take a unique "bench to bedside – and back again" approach which provides a fast and effective route to patient benefit. As an employer of choice, we recruit the best scientists (from more than 50 countries) and we provide unparalleled training opportunities for the cancer research leaders of the future.

Our track record of research achievements is outstanding, from the identification early on in our history, of the potential link between smoking and lung cancer, to the discovery that the basic cause of cancer is damage to DNA, and in the last five years, the discovery on average of two drug development candidates per year – a record unmatched anywhere in the world.

All of this makes us uniquely placed to progress towards our vision that people may live their lives free from the fear of cancer as a life-threatening disease.

The ICR is funded by a combination of peer-reviewed research grants, grant-in-aid from the Higher Education Funding Council and fundraising. Fundraising income will be in the region of £7.5m for the year ending July 2011. We have just undertaken a restructure of our Fundraising department and are developing a strategy to increase income to £12m by 2016. The Director of Fundraising is now seeking to recruit a number of exceptional fundraising leaders across a range of disciplines, in order to help drive this growth forward.

Key Responsibilities

1. As a senior member of the team, to contribute to the development and delivery of the ICR's fundraising strategy, in order to achieve total philanthropic income growth from c£7m (forecast 2010/11) to £12m in 5 years
2. Working closely with the key senior fundraisers, to research, identify and profile potential prospects for the major gifts and trusts pipelines

3. Provide prospect profiles, including assessment of wealth and philanthropic interests (or grant-making criteria), and propensity to support the ICR to the extent possible, and ensure that the department has the required number of prospects at the right level in order to achieve its targets
4. Work closely with the Head of Corporate Fundraising to research and identify potential sectors and companies for support, making recommendations on areas of potential mutual benefit and providing up to date intelligence including on key decision-makers and Board networks
5. Responsible for provision of high quality executive briefings on donors/prospects/key stakeholders in advance of meetings and events
6. Optimise the functionality of Raisers Edge as a tool for all fundraising teams; ensure integration with First Class (Legacies system); and develop a user-friendly prospect pipeline system providing reports monitoring solicitation progress, predicting numbers of asks and potential income, and new pledges
7. Ensure efficient and effective systems are in place to accurately record annual fund/appeal gifts and pledges, collect pledges, and thank and receipt donors in a timely fashion, and to assist the Appeals Manager in tracking and evaluating the effectiveness of appeals
8. To oversee the Gifts Administrator in the promotion and administration of Payroll Giving and In Memoriam giving; to oversee the administration of any unsolicited gifts and ensure that their details are then passed on to the appropriate member of the fundraising team
9. Liaise with the Finance team, to ensure that all pledge and gift record keeping is in keeping with best practice and ICR requirements and that gift income is properly accounted for
10. Be responsible for ensuring the integrity of donor records, including history of giving and contact reports; ensure that data is regularly cleaned and updated; and that all records comply with Data Protection legislation
11. Keep up-to-date with the latest donor research techniques and ensure the team has access to the latest resources; and keep colleagues updated on fundraising and philanthropy news
12. To manage and develop the team of three staff in line with the ICR's policy and procedure
13. To show leadership to the wider Fundraising department; and to undertake any other duties appropriate to this role.

Person Specification

Education/Knowledge

Essential

- Educated to degree level or equivalent
- An in-depth and up-to-date knowledge of the world of philanthropy
- Good knowledge of UK charitable giving and tax law

Skills & Experience

Essential

- Very strong track record in researching and profiling individuals and organisations
- Experience of working in a major gift fundraising environment and in-depth understanding of the types of information required by fundraisers
- Ability to use fundraising/stakeholder management systems to a high degree of sophistication, especially for relationship tracking and reporting
- Experienced in providing briefings at Chairman/CEO level
- Familiarity with prospect pool building resources, including wealth screening/rating
- Able to make evidence based judgements – must be analytical and decisive
- Experience of line management and of managing budgets
- Excellent written and oral communication skills, with a keen eye for detail
- Understanding of Data Protection legislation and knowledge of how to apply it

Desirable

- Experience of working with Raisers Edge and First Class

General

Essential

- A genuine interest in and willingness to engage with the ICR's scientific research; and a passionate belief in our mission
- Willingness to work occasional unsociable hours.