



Moorfields
Eye Charity



Job information pack

Prospect research officer

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Registered Charity No 1140679



[moorfieldseyecharitylondon](https://www.facebook.com/moorfieldseyecharitylondon)



[@eyecharity](https://twitter.com/eyecharity)



[moorfields_eye_charity](https://www.instagram.com/moorfields_eye_charity)

Welcome

Thank you for your interest in the work of Moorfields Eye Charity. We believe that people's sight matters and wish to strengthen our committed and passionate staff team by appointing a prospect research officer to join our philanthropy team.

We are the main fundraising and grant-making charity for Moorfields Eye Hospital NHS Foundation Trust (Moorfields) and its academic partner UCL (in particular the UCL Institute of Ophthalmology) two world-leading institutions. We invest in life changing eye health by funding innovative research, equipment, patient care and training – benefitting patients in the UK and around the world.

We have ambitious plans. We are putting into action a new five year business plan that will see us grow to expand from our current commitment to raise and fund around £6m annually to become a £10m a year charity. We're delighted to be growing our team to help us achieve this ambitious goal.

We have a phenomenal once-in-a-century opportunity to create Oriel, a new home for eye care, research and education, bringing together Moorfields and the UCL Institute of Ophthalmology. This new centre is expected to open in 2026-27 and will be located near St Pancras in London. Philanthropy will play a critical role in the delivery of Oriel and we're leading a fundraising campaign, in partnership with UCL, to raise £100m to support this.

We both joined Moorfields Eye Charity because we are passionate about eye health and wanted to support the pioneering work of the world-leading partnership between Moorfields and UCL. The years ahead will be a time of exciting transformation for our charity as we play a pivotal role in creating Oriel, embed a culture of philanthropy across the Moorfields family, increase our fundraising and grant-making, deliver our ambitious strategy and make a difference to people living with sight loss.

We hope you are as excited as we are by the opportunity to play a key role in that journey and thank you for your interest in joining our team.

We look forward to hearing from you.



Robert Dufton
Chief executive

A handwritten signature in white ink that reads "Robert Dufton".



Rachel Jones
Director of development

A handwritten signature in white ink that reads "Jones".

Key information

Hours:

Full time (37.5 hours per week)

Contract type:

Permanent

Salary:

£29,181 to £34,332

Annual leave entitlement:

27 days plus bank holidays, increasing after 5 years and 10 years service

Reports to:

Prospect research manager

Probation period:

6 months

Notice period:

3 months

Place of work:

City Road EC1, with flexibility to work part of the week from home (agreed for each post individually, depending on the nature of the role)



About the role

The prospect research officer will join a growing team and will contribute to increasing the size and quality of Moorfields Eye Charity's prospect pipeline by undertaking high quality and insightful prospect research in a range of formats, both proactively and upon request from the charity's fundraising teams.

You will play an important part in building philanthropy at Moorfields Eye Charity to help meet the aims of our ambitious five year business plan for growth, including securing philanthropic income for Oriel – our £100m joint fundraising campaign with UCL. Your work will also support world-leading eye research and education, along with patient care, to provide life-changing eye health for millions of people in the UK and around the world.

You will support the implementation of the prospect research strategy in alignment with Moorfields Eye Charity's strategic areas and contribute to improved systems and processes across our fundraising operations. You will also work collaboratively with other teams and stakeholders at Moorfields Eye Charity and contribute to maximising cross-working opportunities across the organisation and the wider Moorfields network. The role involves innovation, problem-solving and process support alongside the prospect research manager and the wider philanthropy team to pursue efficient ways of working.

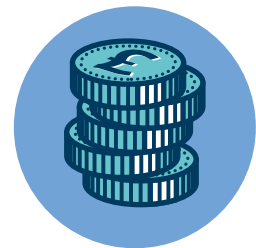
Impact report, 2021



£7.56m income raised



220 participants in My Eye to Eye, our first virtual event



£4.2m in new awards committed



Role description

Research and administration

- › Develop and maintain a healthy prospect pipeline in order to provide the philanthropy team with an appropriate number and quality of qualified prospects to meet the team's objectives and financial targets.
- › Produce insightful background research on current and prospective donors using financial, biographical, corporate and philanthropic information from a variety of trusted sources and in compliance with GDPR and data protection laws.
- › Work with the prospect research manager to develop and regularly review the strategy in response to changing internal requirements and external environments to help the team to focus on the best prospecting opportunities, with a focus on five, six and seven figure leads.
- › Conduct due diligence on donors and prospects in line with the charity's gift and donation acceptance and due diligence procedures.
- › Participate in regular pipeline review meetings to identify gaps in individual portfolios and opportunities to lend research support to fundraisers in an effort to progress activity in prospect pools.
- › Continually contribute to keeping the database up to date with accurate and current prospects information and ensure data is stored in compliance with GDPR and the charity's policies.

Cross team working

- › Proactively work across teams to identify opportunities for prospecting, including the grants and research and fundraising and engagement teams as well as within the philanthropy team.
- › Use information from the CRM to identify our warmest and most committed supporters from other income streams, providing insight and light research as necessary in collaboration with the fundraising and engagement team.
- › Support the philanthropy team to use the database effectively and work with colleagues in the finance and resources team and external providers to help optimise CRM use across the team.
- › Undertake any additional duties in accordance with the role, including but not limited to ensuring research is recorded effectively and clearly on the database and assisting the prospect research manager in data management and analysis, deputising for the prospect research manager where appropriate.

Other duties

- › Any other duties as may be requested from time to time by your line manager.
- › Ensure that all activities are compliant with law, best practice and the charity's policies and procedures.
- › Occasional evening and weekend work as required.
- › As a member of the charity team to conduct your work and self to a high standard of professionalism and timeliness, being responsible and polite with all stakeholders. To be collaborative with, and considerate and supportive of colleagues as we work together to meet the common goal of delivering the charity's strategy to maximum impact.

A role description is a reflection of the current position and may change emphasis or detail in light of subsequent developments as the charity is a fast-paced environment. Duties may change from time to time, in consultation with the post holder.

The person

Every role at Moorfields Eye Charity helps ensure our success and there are certain skills necessary to support this.

We're looking for someone who has the following experience or demonstrable transferable skills:

Knowledge

- › Experience with and understanding of the principles of philanthropy, fundraising practices, donor motivations and wealth indicators.
- › Broad understanding of the UK non-profit sector.
- › Experience of conducting structured background research on high-net-worth individuals, company Directors, and/or family Trust and Foundation Boards and an ability to gather and effectively disseminate information from the public domain in accordance with GDPR, Data protection regulation, the IoF and charity law.
- › Robust understanding of due diligence, data protection laws and the latest GDPR and ICO guidelines.
- › Experience of producing accurate overview research on donors and prospects as well as in-depth profiles and reports and network analysis.
- › Strong experience in using a relational database in the fundraising context.

Skills

- › Ability to produce detailed due diligence research to assess and escalate reputational risk or ethical concerns on prospects and donors.
- › Ability to help manage systems to support prospect pipeline management.
- › Ability to show discretion when working with sensitive and confidential information and to protect personal information.
- › Excellent self-management skills and ability to work autonomously, take initiative and to prioritise work under pressure.
- › Strong information technology skills, confident user of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

Personal qualities

- › Excellent attention to detail.
- › Excellent verbal and written communication skills and ability to present to different audiences.
- › Excellent interpersonal skills and team player.
- › Proactive, able to show focus and commitment.
- › Ability to work effectively as part of a small team and wider organisation as well as individually.
- › Ambitious, eager to be part of a busy, friendly team and willing to work under pressure to meet business needs.
- › A positive, can-do attitude.
- › Commitment to Moorfield Eye Charity's values and way of working.

The following criteria would be desirable.

- › Educated to degree level or equivalent work experience.

Professional development

We're committed to your continuing learning and development. All of our team have personal learning and development plans in place that are reviewed, discussed and developed on a regular basis throughout the year. As a charity, we ensure that the time, resources and assistance are set aside to support you and maximise your potential and growth.

How to apply

Find out more and details of how to apply [here](#).

Your application should include your CV and a supporting statement (of no more than 2 pages) which addresses the following points:

- › how your experience applies to the role
- › why this role specifically appeals to you
- › why you want to be part of the team at Moorfields Eye Charity

If you think you could do the role, but don't have all the desirable experience, we would still welcome an application from you.

If you would like to discuss this opportunity further or have any questions about the role, please contact Katharine Tinker at katharine@charitypeople.co.uk

Final shortlisted candidate(s) will normally have the opportunity to meet members of the team or wider organisation.

