



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Prospect Research Officer

Department/Division: LSE Advancement
Accountable to: Head of Prospect Research

Job Summary:

To identify, evaluate, track and profile fundraising prospects working closely with the Head of Prospect Research, and Development, Alumni Relations, Communications and Systems teams.

Duties/Responsibilities

1. To identify and evaluate both potential and existing prospects in the UK and overseas as part of the Research section's overall strategy.
2. To research prospects both in the UK and overseas producing detailed research profiles compiling comprehensive background information on each in order to meet strategic needs and in accordance with the Data Protection Act.
3. To produce brief notes on prospects and alumni attending fundraising dinners and alumni events.
4. To monitor UK and overseas prospects in the media and online databases on a daily basis using tools such as Lexis Nexis Publisher, liaising with Development, Communications, Systems and Alumni Relations teams as appropriate.
5. To assist with tracking fundraising activity on the Advance database and updating information on the prospect and proposal pipeline system liaising with Prospect Research and Development team members as appropriate.
6. To assist in the maintenance of information on the Advancement database, and update confidential records where necessary in accordance with the Data Protection Act.
7. To manage, train and recruit part-time Fundraising Research Assistants in conjunction with the Research section's overall strategy.
8. To support the work of the Ethic Screenings team, conducting screenings for ethical and reputational risk as required.
9. To familiarise him/herself with and to utilise current research resources, such as Lexis Nexis, and to become proficient in the use of other appropriate resources that become available.
10. To assist in the management and the organisation of research reference materials in the office including directories and subscriptions to online databases etc., to assess their usefulness and to make recommendations about the renewal or discontinuation of subscriptions in conjunction with the Head of Prospect Research.

**Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.