



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Prospect Research Officer

Ref no.: 713658

Department/Division: LSE Advancement

Accountable to: Head of Prospect Research

Criteria	Evidence	E/D
1. Knowledge and Experience	Educated to degree level or equivalent	E
	Experience of prospect research, and prospect management within the not-for-profit sector	D
	Experience of using the full suite of MS Office products in the workplace.	E
	Familiarity with databases.	D
	Familiarity with the Data Protection Act.	E
2. Investigation, Analysis and Research	Successfully undertaking a research project.	E
	Excellent analytical and research skills.	E
	Ability to collect and assess information rapidly, identifying key points and drawing conclusions.	E
	Ability to work on own initiative, solve problems and think laterally.	E
3. Planning and Organising Resources	The ability to plan and organise.	E
	The ability to work to deadlines.	E
4. Teamwork and Motivation	A commitment to prospect research.	E



	A demonstrable interest in fundraising and major gift fundraising.	E
	The ability to work as part of a team.	E
5. Communication	Good verbal, written and presentational skills.	E
	The ability to handle confidential information.	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.