

ROLE PURPOSE

Role Title: Prospect Research Manager (Global)

Division: Philanthropy and Government Relations

Location: Australia

Date: August 2023

Employment type: Full Time, Permanent

Reports to: Head of Global Comprehensive Campaign

Number of direct reports: 1

Leadership Band: Leads Others

Purpose of the role:

The Fred Hollows Foundation is an award-winning International NGO working to end avoidable blindness in 25 countries around the world. The Foundation actively fundraises across five regions: Australia, Asia, Europe, North America and the Middle East with in-country teams delivering localised fundraising strategies in support of our global ambitions.

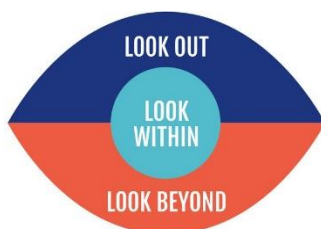
Today 1.1 billion people around the world are needlessly blind. If we do nothing, the next 30 years will see vision loss nearly double. To address this, The Fred Hollows Foundation is embarking on an ambitious and sector leading global fundraising Campaign, unlocking significant new resources to make a truly catalytic change in the battle against avoidable blindness around the world.

A central pillar of the Global Comprehensive Campaign (GCC) is strategic and effective prospect research. The Foundation is therefore seeking an experienced Prospect Research Manager to establish and deliver a new global prospect research program. The new prospect research function will support fundraising activity across all five markets helping to deliver on ambitious growth targets.

The Prospect Research Manager will own the outcomes of:

- Program development:** Develop a global prospect research function, focusing on prospects based in Australia, Hong Kong, Singapore, UK, USA and UAE.
- Systems and processes:** Develop systems and processes to identify, research, and prioritise prospects, drawing suspects from fundraising databases, fundraising teams, global networks and online research.
- Team development:** Establish, develop and coach a prospect research team initially of one, but with a view to grow rapidly.
- Prospect research and management:** Develop processes to produce in-depth prospect research profiles to support fundraising practice and global due diligence processes. Develop a prospect allocation systems that increase focus on the prospects of greatest potential.
- Reporting and analysis:** Report on and analyse our prospect pool. Use insights to provide strategic advice on our fundraising strategy.
- Data stewardship:** Support the Philanthropy team to maintain accurate donor records and utilise the CRM in support of effective donor management and program reporting.
- Campaign success:** Contribute to the Global Comprehensive Campaign Strategy and the overall success of the Philanthropy team.

Our Capabilities:



As a member of The Foundation Family, you will:

- Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
- Adhere to all The Foundation's policies and procedures.
- Strengthen the health, safety, and well-being of all/look out for the well-being.
- Lead, collaborate and contribute in all interactions.

Skills:

- Knowledge of major gift fundraising, the donor lifecycle and associated engagement activities.
- Excellent research and communication skills with a strong attention to detail.
- Excellent skills in finding, evaluating, and communicating information clearly and effectively.

Essential Experience:

- Minimum 5 years experience in a prospect research role with a non-profit organisation, or similar organisational context.
- Extensive experience with and working knowledge of Raisers Edge or similar CRMs.
- Demonstrated ability to handle matters of discretion, highly sensitive and confidential material with a high degree of integrity.
- Experience in establishing new systems and processes in complex environments.
- Demonstrated commitment to providing a high-quality service.
- Experience managing and developing teams.
- Previous experience working with senior stakeholders internally and externally.

Desirable Experience:

- Experience working with senior management within a global organisation.
- Knowledge and understanding of the international development sector.

- Excellent organisational and time-management skills, including the ability to work under pressure and meet tight deadlines.
- Ability to work adaptively in a fast-paced environment, responding quickly to changing needs and emerging priorities.
- Collaborative mindset, strives to work effectively with cross-functional teams and understands the benefits

Qualifications:

Tertiary degree qualifications in relevant field or similar work experience

Travel:

Domestic (as required)

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect
 This position does not involve “Working with Children” either direct or indirect.
 This position does involve working with beneficiaries, donors and/or partners

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.