

# ROLE PURPOSE



**Role Title:** Prospect Research Specialist (Global)

**Division:** Public Affairs

**Location:** Australia

**Date:** August 2025

**Employment type:** Full time, Permanent

**Reports to:** Manager Prospect Research

**Number of direct reports:** nil

**Leadership Band:** Leads Self

## 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.

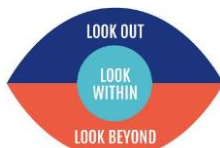
Today 1.1 billion people around the world are needlessly blind. If we do nothing, the next 30 years will see vision loss nearly double. To address this, The Fred Hollows Foundation is embarking on an ambitious and sector leading global fundraising Campaign, unlocking significant new resources to make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

A central pillar of the Global Comprehensive Campaign is strategic and effective prospect research. The Foundation is therefore seeking an experienced Prospect Research Specialist to provide strategic data-driven insights, analysis and reporting in support of the Campaign. The Prospect Research Specialist supports the Global Philanthropy team by conducting high-level research on individuals, corporations, trusts and foundations using a wide variety of biographical, organisational and financial sources to identify major donors.

## The Prospect Research Specialist will own the outcomes of:

- Plan and execute strategies to identify potential partners and donors whose interests may align with Foundation's sight-saving work.
- Conduct research on individuals, corporations and foundation prospects through analysis of their financial capacity, affinity and linkage to The Foundation and prepare in-depth profiles.
- Analyse the donor database to proactively identify prospects to increase the pipeline.
- Provide media monitoring by analysing industry, business, and financial news aligned to fundraising, The Foundation and/or eye health care priorities.
- Build strong relationships with fundraisers and relationship managers to link data and research to prospect approaches.
- Research and prepare biographies and related briefing materials for senior staff and volunteers to support relationship building, stewardship activities, due diligence and prospect identification.
- Manage prospect research related documentation, and provide data enrichment ensuring that information is maintained, updated and accessible through all Foundation files, and the CRM database.
- Other responsibilities as determined by your manager.

## Our Capabilities:



## As a member of The Foundation Family, you will:

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

## Skills:

- Curious and analytical about conducting philanthropy research and reputational due diligence research.
- Excellent skills in finding, evaluating, and communicating information clearly and effectively.
- Strong written and verbal communication skills with the ability to build and foster solid relationships.

## Essential Experience:

- Minimum 2 years' experience in a prospect research role with a non-profit organisation or university, or advanced training in prospect research for philanthropic support.
- Knowledge of development, the donor lifecycle and engagement activities.
- Excellent research and communication skills with a strong attention to detail.
- Commitment to providing a high-quality service.
- Ability to assess information rapidly and rigorously from a variety of sources.
- Demonstrated ability to handle matters of discretion, highly sensitive and confidential material and possess a high degree of integrity.
- Experience using MS Office Suite

## Desirable Experience:

- Experience working with senior management and various stakeholders within a global organisation.
- Knowledge and understanding of the international development sector.
- Working knowledge of Microsoft Dynamics or similar CRMs

- Excellent organisational and time-management skills, including the ability to work under pressure and meet tight deadlines.
- A flexible and adaptable work style, with the ability to manage competing priorities and adapt to change.
- Collaborative mindset, strives to work effectively with cross-functional teams and understands the benefits.
- A solid desire to work for The Fred Hollows Foundation and alignment with our vision and guiding principles.

#### **Qualifications:**

Relevant tertiary qualifications in marketing, communications, fundraising or a related field

#### **Travel:**

Domestic (as required)

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific detail

#### **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.

#### **To work in The Foundation, you will:**

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children