



Moorfields
Eye Charity



Job information pack

Prospect research manager

Moorfields Eye Charity, 162 City Road London EC1V 2PD

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moorfieldseyecharity.org.uk

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 manager to join our philanthropy team.

Moorfields Eye Charity is the main fundraising and grant making charity supporting Moorfields Eye Hospital NHS Foundation Trust 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 people in the UK and around the world.

This is a pivotal moment for the charity. We are preparing for the opening of the new Moorfields and UCL Centre for Eye Health in 2027 — a once in a century opportunity to transform how we innovate, collaborate and accelerate progress in eye health. Alongside this, we are evolving into a national funder for the first time, expanding our grant making reach and impact across the UK.

This an exciting opportunity for the prospect research manager to play a key role in the development and delivery of the charity's growth ambitions and support its transition from a fundraising programme with a core focus on capital support for the new centre to a programme supporting a broader, and more diverse, portfolio of research, education and innovation. These fundraising priorities align with the strategic priorities of the charity, Moorfields and UCL.

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. It is an exciting time of transformation as we play a pivotal role in creating our new centre for eye health, embed a culture of philanthropy across the Moorfields family, increase our fundraising and grantmaking, deliver our ambitious strategy and make a real difference to people with sight loss.

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

We look forward to hearing from you.



Robert Dufton
Chief executive

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Rachel Jones
Deputy chief executive

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Key information

Hours:

Full time (37.5 hours per week)

Probation period:

Six months

Contract type:

Permanent

Notice period:

Three months

Salary:

£53, 786 - £62,750

Annual leave entitlement:

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

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)The charity is expecting to move to the King's Cross area in Q1/ 2 2027.

Reports to:

Head of philanthropy

Direct reports:

Prospect research officers
Prospect research assistant



About the role

Impact report, 2025

This is an exciting opportunity for an experienced prospect research manager to join our team and play a key role in supporting the delivery of the charity's ambitious fundraising programme.

The prospect research manager will be responsible for defining, implementing and delivering the prospect research strategy, ensuring the charity builds and strengthens its prospect pipeline to drive income growth in support of the charity's strategic priorities. They will lead the prospect research team and line manage two part-time prospect research officers and a part-time prospect research assistant. They will have detailed knowledge of research tools, trends and innovations ensuring that the charity has the best tools to meet its prospecting needs. They will contribute to maximising cross-working opportunities across the organisation and the Moorfields network.

They will also play a leading role in fundraising data processes within the team and, in collaboration with the charity's data and insight team and prospect research team, lead on further developing the CRM functionalities with a strong focus on data and insight to guide team activity. Responsibilities include leading team reporting on current income, forecasts, and pipelines, while driving adoption of CRM processes across the team

The prospect research manager will provide insight, analysis and forecasts using bespoke research and data analytics to support the charity's planning, activity, performance, reporting and growth, and will lead their team to work collaboratively across the charity's wider team to provide due diligence. In collaboration with the head of philanthropy, the role will review, refine and ensure we are following effective processes. They will support the charity's best practice and compliance with fundraising data regulation including, but not limited to, GDPR and data sharing.

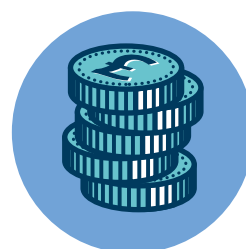
The role involves innovation, problem-solving and process leadership alongside the head of philanthropy and other members of the charity's senior management team as required to pursue efficient ways of working.



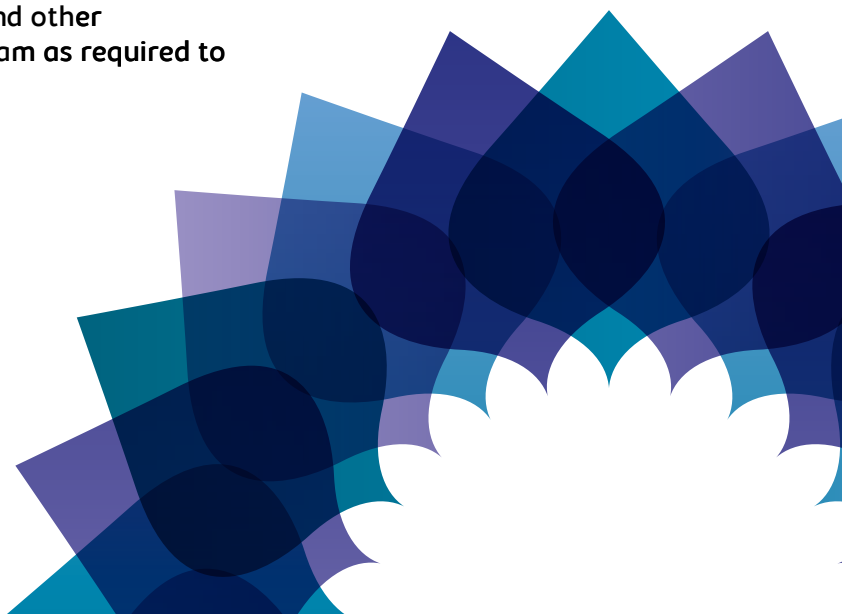
**£22.5 million
income raised**



**1,052 Eye to Eye
participants**



**£58.9 million
committed in awards**



Role description

Leadership and team management

- › Implement and deliver a prospect research strategy that supports the charity's philanthropic funding priorities
- › Line manage two part-time prospect research officers and a prospect research assistant, providing leadership and development.
- › Contribute to the implementation and coordination of the philanthropy team's overall strategy and targets.
- › Monitor and manage expenditure relating to the prospect research function, working with the head of philanthropy to support budget planning, monitoring and review of the prospect research expenditure stream.
- › Lead on organisational policies and procedures associated with due diligence.

Prospect research and administration

- › Be responsible for active management of the prospect pipeline, working with the prospect research team and head of philanthropy to allocate prospects and ensure prospects are actively managed by the team through a proactive moves management approach.
- › Provide leadership in the identification of, and identify prospects (high net worth individuals, trusts and foundations, and companies) who could give, or influence support, for Moorfields Eye Charity at the five, six and seven figure plus level
- › Work collaboratively with the philanthropy team, and other internal stakeholders as required, to assist in the development of donor engagement strategies.
- › Lead the prospect research team to research and compile accurate and detailed profiles, briefing notes and other documents, as required, on existing donors, new prospects and influencers.
- › Respond to specific research requests as required, ensuring appropriate systems to track and monitor requests and work activity across the team.
- › Provide leadership in the delivery of ethical screening and due diligence across the breadth of the charity's work, working with the head of philanthropy and wider management group and other stakeholders to appropriately manage risks and escalate concerns as appropriate
- › Ensure the charity has the right systems, processes and information to deliver an effective and efficient prospect research function.
- › Stay up to date with research trends and proactively review and seek out new research tools and sources of prospects.

CRM, data management and reporting

- › Ensure that the charity's CRM is configured appropriately to meet the business requirements of the philanthropy team and, in collaboration with the charity's data and insight team and the prospect research team, lead on further developing the CRM functionalities with a strong focus on data and insight to guide team activity
- › Lead the prospect research team to create and analyse data reports to identify prospects and funders to engage with the charity's fundraising priorities and to inform our prospect management activities.
- › Execute moves management processes to accurately capture progress of donor engagement.

- › Oversee reporting across the philanthropy team (to include activity, financial, planning and other KPIs) supporting the head of philanthropy and wider team with appropriate reports, analysis and insight.
- › Promote the use of data, insight and reporting in all philanthropy team activities.
- › Be the philanthropy team's primary point of contact for troubleshooting and provide guidance on CRM, processes, compliance and train all new members of the team on the above to enable them to carry out their work effectively.
- › Support the team to ensure full and timely records are kept on the database in adherence to set policies and procedures, with particular attention to current fundraising regulation, data protection and GDPR.

Cross- team work and collaboration

- › Be responsible for managing relationships with external suppliers as required, working to negotiate best value, to manage contracts, minimise risk and ensure third parties comply with the charity's policies and relevant data, fundraising and other legislation.
- › Input into all organisational policies associated with and GDPR, compliance and data sharing.
- › Provide written and oral reports to the charity's fundraising and communications committee, board of trustees and other key stakeholders as required
- › Contribute to maximising cross-working opportunities across the organisation and the Moorfields network.

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.
- › Ensure that you treat everyone with dignity and respect and adhere to, and champion, the charity's EDI policy and values.
- › 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:

Experience and Knowledge

- › Experience of effective management of a prospect research function, including setting strategy and direction.
- › Detailed knowledge of data protection, GDPR and relevant fundraising and other legislation.
- › Experience of line management.
- › Demonstrable experience of developing and implementing administrative, prospect management or other systems.
- › Ability to work under own initiative and to identify additional sources of potential funding.
- › A thorough understanding and current knowledge of the voluntary sector.

Skills

- › Excellent research skills in major gifts fundraising research with demonstrable experience in identifying and researching prospects at the six and seven figure level.
- › Strong analytical skills, including data reporting, with a proven ability to make decisions and balance risk.
- › Extensive experience of translating data into actionable insights.
- › Ability to analyse and interpret financial or other data.
- › Excellent written communication skills and ability to prepare and deliver clear written reports.
- › Excellent interpersonal skills with the ability to work collaboratively and to communicate effectively across a range of audiences including to senior stakeholders.
- › Excellent IT skills with strong understanding of relational databases.

Personal qualities

- › Positive and proactive approach to work.
- › Well organised with excellent attention to detail.
- › Target driven and able to work to tight and competing deadlines.
- › Ability to work successfully as part of a team and under guidance or own initiative.
- › Interest in Moorfields' core activities and commitment to the organisation.

The following criteria would be desirable.

- › Experience of prospect research for healthcare and/ or medical research.
- › Experience of budget and target setting and management.
- › Experience of the ThankQ CRM.
- › Experience of PowerBi.
- › Experience managing a team.

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 your response (up to 500 words each) to the following questions:

- › What attracts you to this role and Moorfields Eye Charity?
- › Please provide a specific example of developing a robust prospect research pipeline and the colleagues you worked with to achieve this.
- › Please describe your leadership style with specific mention of how you would develop and inspire a prospect research team.

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 Femke Vorstman at femke.vorstman@prospect-us.co.uk at Prospectus. The closing date for the application is **Monday 17 August 2026**.

We are aware that you may use AI to support your application, but we ask you to use your own words as much as possible.

