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Prospect Development Officer

Department/Division/Faculty:	Advancement
Campus/Location:	White City Campus, London (Hybrid)
Job Family/Level:	Professional Services Level 3b, (Salary Scales)
Responsible to:	Prospect Development Manager
Line management for:	N/A
Key working Relationships (Internal):	All staff within the Advancement Division, especially fundraising colleagues, and central university administrative divisions
Key Working Relationships (External):	External suppliers
Contract type:	Full Time – Fixed Term until 31 July 2030

Purpose of the Post

Advancement is responsible for securing philanthropic support for Imperial, through building and managing strong, mutually beneficial relationships, with alumni and friends. The post holder will play a key role in building a strong base of support to maximise philanthropic income for the university and supporting Imperial's fundraising activities.

Imperial is in the quiet phase of a comprehensive fundraising and alumni engagement campaign. The post holder will help build the prospect pipeline for fundraising priorities targeted at moving the dial on some of the world's most pressing challenges. From tackling antimicrobial resistance and transforming cancer treatment to accelerating AI, deep-tech innovation and frontier research, the Prospect Development Officer will help identify the people and organisations with the potential to turn Imperial's boldest ambitions into reality.

With an analytical mindset and strong communication skills, you will support work on the identification, evaluation, tracking and profiling of fundraising prospects, including individuals, corporates and charitable trusts.

Key Responsibilities

Prospect Identification and Research (60%)

- Identify new major gift and principal gift prospects for Imperial's campaign priorities through a range of identification techniques. Support the Prospect Development Manager with the delivery

of prospecting strategies for Imperial's campaign priorities targeted at closing specific gaps in the pipeline.

- Utilise a wide range of sources to produce bespoke research profiles on individuals, companies and charitable foundations that serve various needs (briefings, meetings, events) and internal stakeholder audiences (including senior staff).
- Deliver clear and accurate research to fundraisers which is completed to agreed timeframes. Build strong relationships with the Development Assistants within the Division and provide prospect research training support for them where required.
- Produce high-quality event bios for senior stakeholders and support the delivery of the event bios process, working closely with Advancement Operations and fundraising colleagues. Evaluate and prioritise identified prospects according to their potential gift capacity, affinity to the university or fundraising project, and philanthropic propensity.
- Capture all appropriate data on the database, in line with Data Protection requirements.
- Undertake network mapping of donors and internal connectors to identify new prospects and cultivation pathways.
- Support Prospect Research Manager in cross-departmental working groups.

Prospect Management (35%)

- Support the Prospect Development team in allocating prospects to fundraising colleagues in accordance with the Division's prospect allocation process. Ensure prospects and suspects are assigned appropriately to ensure the long-term development of the prospect pipeline.
- Be recognised as an expert user of the Divisions 'Prospect Management System' and provide advice and guidance to fundraising colleagues in relation to this in order to maintain the accuracy and integrity of the database. Update records with details of our alumni, prospects and donors including biographical information, contact information and interests.
- Develop and maintain strong relationships with fundraising colleagues, development assistants and senior members of staff to enhance the capture of information regarding prospects and donors.
- Support the active management of fundraisers' portfolios, including the delivery of quarterly pipeline reviews through the provision of accurate reporting and prospect analysis.

Other related duties (5%)

- Support the management of the team's external research resource subscriptions to track renewal dates and ensure vendors are paid in a timely fashion. Contribute to discussions around the suitability of current resources. Participate in prospect development strategy and planning.
- Stay abreast of innovations in, and the industry standards of, prospect development to contribute to an innovative and effective Prospect Development team. Participate in prospect development strategy and planning.
- Attendance at cultivation and stewardship events as appropriate.

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Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
Educated to degree level or equivalent in a relevant subject	(E)
Experience	
Experience of translating information into briefings and writing reports for a wide range of audiences, including senior staff	(E)
Experience of using various online resources to collate information, employing a wide range of techniques and processes for capturing and disseminating information	(E)
Experience of recording and maintaining data	(E)
Experience gained in similar roles such as a Prospect Researcher, High Value Relationships Research Assistant, Prospect Research Associate, Prospect Research Officer, or similar	(D)
Experience of Higher Education Fundraising or alumni relations	(D)
Knowledge	
Knowledge and awareness of major gift and principal gift fundraising	(E)
An understanding of the role of alumni relations and fundraising within universities and awareness of current issues in Higher Education	(D)
Knowledge and awareness of the trends and best practice across the charity sector, with particular reference to how these are applied in Higher Education fundraising setting	(D)
Knowledge of Data Protection, freedom of information and other relevant legislation and its application in a fundraising environment	(D)
Knowledge and interest in Imperial's focus areas - science, technology, engineering, medicine, and business	(D)
Skills & Abilities	
Demonstrable analytical research skills; being able to interrogate large amounts of information and data with a view to highlighting significant details and present actionable insight	(E)
Ability to work proactively and manage a busy workload	(E)
Organisational skills, demonstrating the ability to manage large workloads, conflicting priorities and competing deadlines	(E)
Ability to maintain high quality outputs under pressure	(E)

Excellent team player, flexible and adaptable working methods, including the ability to adopt new skills and processes in a fast-paced environment and to support colleagues in a busy environment	(E)
An accurate and systematic approach to work	(E)
Excellent communication skills with the ability to communicate confidently and effectively	(E)
Comprehensive understanding of the Blackbaud CRM, or a similar fundraising database	(D)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

November 2026