



Royal Conservatoire of Scotland

Job Description

Job Title	Prospect Researcher
Department	Development
Grade	5
Location	Renfrew Street, hybrid working
Responsible to	Head of Fundraising and Alumni Relations
Responsible for	N/A

Role Summary

You will play a key part in supporting RCS's philanthropic strategy by identifying and researching potential supporters – High-Net-Worth (HNW) Individuals, corporates and trusts and foundations – aligned with our mission.

Your research will focus not only on potential partners across the UK – particularly in London and the Southeast – but also in North America and other arts-focused countries globally, where we are growing our philanthropic networks and alumni engagement.

You will work closely with the Development Team as well as the Board of Governors, Principal and Senior Executive colleagues to ensure our approach is informed, strategic, and evidence led.

Main Duties and Responsibilities

- Undertake high-quality research into HNW individuals, trusts, companies, and foundations to support major gift, trust, corporate, and mid-value fundraising activities.
- Proactively identify new prospects through wealth indicators, philanthropic interests, professional networks, and alignment with RCS priorities such as widening access, artistic excellence, and sector innovation.
- Support international fundraising efforts, especially in London and the US, by identifying key networks, diaspora links, alumni prospects, and philanthropic trends relevant to the performing arts and higher education.
- Prepare detailed and well-written briefings, profiles, and due diligence reports for fundraisers, senior staff, and board members.
- Prepare and research bios for priority prospects who are attending events or meetings with leadership
- Support the preparation of cultivation and stewardship events through guest research and strategic recommendations.



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- Help to maintain a robust, evidence-based prospect pipeline across giving levels and types.
- Input and manage data on the fundraising CRM (Spektrix), ensuring accuracy, confidentiality, and compliance with GDPR.
- Contribute to due diligence processes in line with RCS's gift acceptance and ethical fundraising policies.
- Stay informed on trends in philanthropy, prospect research techniques, and sector best practices.
- Collaborate with the Development Team to ensure prospect information is kept current and accurate, supporting timely and effective engagement strategies

This list of duties is representative of the range of responsibilities and is not exhaustive. Additional work and projects may be allocated by the Head of Fundraising and Alumni Relations as is commensurate with the level of this post and in response to the changing needs of the business. You will be expected to have a flexible and adaptable approach to your workload as business dictates.

Person Specification	
Essential Criteria	Desirable Criteria
Education, Qualifications and Training <ul style="list-style-type: none">• A good standard of education	Education, Qualifications and Training
Experience, Knowledge and Skills <ul style="list-style-type: none">• Experience in conducting qualitative research using diverse, reputable sources (e.g., charity registers, company records, press databases).• Strong writing and analytical skills, with the ability to distil complex or sensitive information into clear and actionable insight.• Ability to work independently and manage multiple priorities in a deadline-driven environment.• High level of accuracy and attention to detail.• Proficiency with Microsoft Office, especially Word and Excel.• Understanding of data protection, GDPR, and ethical research principles.	Experience, Knowledge and Skills <ul style="list-style-type: none">• Experience working in a prospect research, fundraising, or advancement setting within higher education, the arts, or non-profit sectors.• Familiarity with philanthropic networks in Scotland and/or the UK.• Experience using CRM or fundraising databases – experience with Spektrix, Salesforce, or Raiser's Edge is a bonus.• Interest in the performing arts, education, or the work of RCS.



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| <ul style="list-style-type: none">• Evidence of proactively identifying opportunities for improvement and successfully implementing changes that led to measurable benefits | |
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