

Prospect Research Officer

Position Description

Reporting to:	Head of Philanthropy	Work location:	Melbourne/Sydney/Remote
Department:	Supporter Engagement	Budget holder:	No
Team:	Philanthropy	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

At Save the Children Australia, the Philanthropy and Corporate Partnerships teams are instrumental in building and deepening relationships with major donors, trusts and foundations, and corporate partners, driving sustainable growth, meaningful impact, and long-term engagement.

As Prospect Research Officer, you'll work across both teams and report to the Head of Philanthropy. In this cross-functional role, you'll support strategic fundraising by identifying, researching, and qualifying high-value prospects, including individuals, trusts and foundations, and corporate partners, whose interests align with Save the Children Australia's mission and funding priorities. Your insights will help shape engagement strategies and strengthen long-term donor relationships.

Here your skills will be valued

Role requirements

- Develop and implement an annual prospect research plan aligned with organisational funding priorities.
- Use proactive and data-driven methodologies to identify, qualify, and prioritise prospective donors across high net-worth individuals, trusts and foundations, and corporate partners.
- Conduct in-depth research using biographical, financial, philanthropic, and media sources to produce high-quality profiles, briefings, and strategic insights.
- Undertake due diligence on prospects and donors to support ethical fundraising and reputational risk management.
- Collaborate with relationship managers to guide portfolio reviews and donor strategy meetings, helping shape cultivation, solicitation and stewardship plans.
- Monitor and refine prospect pipelines, ensuring timely integration of data into the Donor Management Platform (Microsoft Dynamics) for accurate reporting and forecasting.
- Maintain comprehensive and confidential records of research activities, ensuring data accuracy and compliance with privacy regulations.
- Support the development and implementation of prospect management policies, procedures, and training resources.
- Respond to research requests from relationship managers and senior leadership, providing tailored intelligence for donor meetings, events, and board engagement.
- Build strong internal relationships across philanthropy and corporate partnerships teams to ensure alignment and shared understanding of donor opportunities.
- Stay informed of philanthropic trends, tools, and innovations through engagement with the global Save the Children network and external research communities.
- Contribute to continuous improvement by evaluating research practices and integrating sector-leading approaches.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Minimum 3 years' experience in qualitative research, prospect development, or fundraising intelligence within a nonprofit or philanthropic environment
- Strong analytical and conceptual skills, with the ability to interpret complex data, identify giving patterns, and generate actionable insights
- High level of intellectual curiosity and persistence, with a proactive approach to sourcing and evaluating information
- Demonstrated judgement and discretion in handling confidential donor information and conducting ethical due diligence and reputational risk assessments
- Exceptional written and verbal communication skills, with the ability to produce clear, concise, and compelling donor profiles, briefings, and reports
- Proficiency in donor databases and research tools, such as Microsoft Dynamics, WealthX, or equivalent platforms
- Excellent time and project management abilities, with a proven track record of meeting deadlines and managing competing priorities
- Strong interpersonal skills, with the ability to collaborate across teams and build rapport with internal stakeholders

Desirable knowledge or experience

- Experience implementing prospect management systems, including strategies to track and engage prospects throughout the donor lifecycle
- Knowledge of the philanthropic landscape and global development sector, with an understanding of ethical research standards, data privacy, and fundraising best practices

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check

- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** None

Working with Children Check: Required **Assets:** Nil