

Candidate Information

Position:	Prospect Researcher
School/Department:	Development and Alumni Relations Office
Reference:	19/107823
Closing Date:	Friday 27 September 2019
Salary:	£28,331 to £32,817 per annum.
Anticipated Interview Date:	Wednesday 9 October 2019
Duration:	12 months

JOB PURPOSE:

To develop a systematic programme of research to identify potential donors and supporters for priority projects as identified in the University's Corporate Plan and other projects as required.

To assist the fundraising team in developing cultivation and fundraising strategies for specific prospects; monitor the progress of fundraising approaches and recommend appropriate follow-up.

MAJOR DUTIES:

1. Devising, developing and implementing a research strategy that will identify a comprehensive list of potential donors, locally, nationally and internationally, capable of providing financial support for Queen's University's range of fundraising priorities.
2. To increase the prospect pool by providing prompt and reliable information from various sources to meet agreed targets. Monitor and report on progress ensuring that the Development Office has sufficient research tools to meet continuing needs by assessing new research products and relevant publications.
3. Set up and lead regular meetings with the fundraising team to monitor progress and to manage prospect pools.
4. Identify individual, corporate and Trust relationships of value to specific fundraising projects. Conduct research utilising electronic and print resources and explore links to the University. Prepare estimates of prospects' wealth and giving preferences to enable the fundraising team to assess propensity to give in order to prioritise.
5. Work alongside and guide the decision-making process for the fundraising team and the Queen's Foundation Board by supplying relevant and timely information. Research specific sectors of industry, groups of individuals and countries as part of a proactive and reactive research strategy. Responsible for providing briefing documents for members of the Foundation Board to ensure effective meetings with prospects can take place.
6. Manage prospect research information to ensure compliance with GDPR. Develop and maintain procedures that establish and maintain standards of quality, accuracy and timescales for retrieval of information. Exercise appropriate discretion regarding confidentiality.
7. Manage the Prospect Module section of the Departmental Database, The Raiser's Edge. This requires specialist knowledge to enable complex reporting on philanthropic gifts to the University.
8. Assist in planning and executing fundraising and special events, including those held internationally by developing guest lists for Development Office and Foundation events. Prepare succinct and accurate biographical sketches for use by the fundraising team and senior University staff for a diverse range of activities, including cultivation events, fundraising events, alumni events, stewardship events and events held by or attended by the Vice-Chancellor.
9. Contribute to: the University's Honorary Degree process by compiling the Development Office's honorary degree nominations; the development of the Foundation Board by identifying potential new members; Graduate of the Year nominations by providing profiles and bi-annual honours lists by reviewing individuals with links to the University and supply information as requested. Respond to research requests from the Vice-Chancellor's Office, the Registrar's Office, and Directorates and Schools as required.
10. Managing research projects and conducting a wide range of ad-hoc research tasks as required by the Director of Development & Alumni Relations and other Senior Management.

11. Representing the University, where appropriate, at home and abroad. This may involve overseas conferences with peers from other Russell Group and wider Universities worldwide as part of Higher Education Prospect Research membership groups (i.e APRA, RIF).
12. Manage a Part-time research assistant. Plan and allocate the workload for the assistant in line with both planned and ad-hoc research requirements from within and outside the department. Monitor and quality check the output from the assistant to ensure standards are achieved.

Planning and Organising:

1. The post-holder will be given direction and support but must be able to proactively manage projects from origin to completion. Prioritise research requests from the fundraising team, the Vice-Chancellor's Office, Foundation Board members and from other University departments.
2. Prepare information for Senior Managers within agreed deadlines and to the highest standards of written English.
3. Prioritise workload to meet deadlines using excellent time management skills.
4. Schedule regular debriefings with fundraising team following meetings and events to ensure the information is captured on The Raiser's Edge.

Resource Management Responsibilities:

1. People: Line manages one part-time member of staff.
2. Finance: The Prospect Researcher is responsible for determining the most appropriate and valuable research resources for the department and making the business case for purchasing specialist software and other relevant research tools and resources to support the research strategy.
3. Information management: Responsible for collecting and maintaining data on key individuals.

Internal and External Relationships:

1. Participating in multi-disciplinary teams within the Directorate to support the work of both Development and the Alumni Relations activates.
2. Fundraising Team: provide information, advise on approach and solicitation strategies, contribute to the decision-making process, track progress and report on results.
3. Director of Development: work directly with Director to support the Foundation Board's fundraising plans.
4. Vice-Chancellor: respond to research and information requests.
5. Foundation Board: provide information and identify knowledge of or relationships with potential fundraising prospects. Provide reports on the status of Campaign prospect management to the Board.
6. The post holder will represent the University at meetings of Prospect Researchers and Development professionals in UK and Irish universities as well as further afield if required.
7. Liaise as appropriate with fundraising consultants, researchers and fundraisers in the wider (i.e. non HE sector) fundraising sector, with a view to exchanging information, seeking and providing advice and best practice.
8. Working with external agencies and suppliers on the timely and reliable delivery of research support activities e.g database screening/ wealth profiling.

ESSENTIAL CRITERIA:

1. Degree or equivalent qualification.
2. A minimum of 2 years recent experience (within the last 5 years) of working in a research role, in a fundraising or market research environment. Graduates with 2 years experience as above will be considered.
3. Understanding of research methodology.
4. Computer literacy particularly Microsoft Word, Excel, Access.
5. Good analytical skills: the ability to interpret research in a concise and informative way, to ensure that it is relevant and accurate and that the level of information provided is appropriate.
6. Information management skills and knowledge of research resources.
7. Ability to write clearly and concisely. Good oral communication skills.
8. Creative and resourceful. Ability to think strategically; deductive reasoning skills.
9. Proven ability to work on own initiative, plan workload and to meet deadlines.
10. Attention to detail and ability to maintain confidentiality.
11. Able to work unsocial hours as dictated by the needs of the job.

DESIRABLE CRITERIA:

1. Experience of working in higher education.
2. Experience of desk research and on-line resources. (Experian, iWave, Wealth Engine etc).
3. Experience of using a relational database such as The Raiser's Edge.
4. Knowledge of fundraising practices and processes.