Candidate Information

Position: Research Officer (Philanthropy & Engagement)
School/Department: Development and Alumni Relations Office
Reference: 23/110911
Closing Date: Friday 26 May 2023
Salary: £30,619 - £35,308 per annum
Anticipated Interview Date: Monday 19 June 2023
Duration: Permanent

JOB PURPOSE:

To assist the fundraising and alumni engagement teams in developing engagement for specific prospects and projects; monitor the progress of fundraising and engagement approaches and recommend appropriate follow-up.

Research to identify potential donors and supporters for priority projects, and engagement with alumni, as identified in the University's Corporate Plan and other projects as required.

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. Data insights - Set up and lead regular meetings with the fundraising team to monitor progress and to manage prospect pools driven by data insights.

3. To increase the prospect pool by providing prompt and reliable information from various sources to meet agreed targets.

4. 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.

5. 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 potential donor's wealth and giving preferences to enable the fundraising team to assess propensity to give in order to prioritise.

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. Work alongside Research Manager to inform decision-making process for the philanthropy and engagement colleagues 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. Assist the Research Manager in providing briefing documents for members of the Foundation Board.

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 Research Manager, Director of Development & Alumni Relations and other Senior Management including preparation of due diligence reports on potential supporters.

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 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.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g. A-Levels, NVQ 3 or equivalent plus 4 years recent relevant* experience; OR
    A Degree plus 1 years recent relevant* experience; OR
    Substantial recent relevant* experience.

2. * Relevant experience is defined as working in a research role, in a fundraising or market research or similar environment.

3. Information management skills and knowledge of research resources and 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. Ability to write clearly and concisely.

7. Good oral communication skills.

8. Creative and resourceful.

9. Ability to think strategically; deductive reasoning skills.

10. Proven ability to work on own initiative, plan workload and to meet deadlines.

11. Attention to detail and ability to maintain confidentiality.

12. Able to work unsocial hours as dictated by the needs of the job.

13. Willing to travel to represent the University at meetings of Development professionals in UK and Irish universities as well as further afield as required in accordance with needs of the post.

DESIRABLE CRITERIA:

1. A Degree.

2. A minimum of 2 year's recent experience (within the last 5 years) of working in a research role, in a fundraising or market research environment.

3. Experience of working in higher education.

4. Relevant experience of using a relational database such as The Raiser's Edge.

5. Relevant experience in project management of research projects.

6. Relevant experience in the production of Management Information, data insights and data visualisation.

7. Demonstrable knowledge of fundraising practices and processes.

8. Competent in PowerBI to analyse large datasets.