

Candidate Information

Position:	Research Officer (Data Insights)
School/Department:	Alumni Engagement and Philanthropy
Reference:	24/112167
Closing Date:	Monday 23 September 2024
Salary:	£33,785 - £38,765 per annum
Anticipated Interview Date:	Monday 7 October 2024
Duration:	Permanent - Full Time

JOB PURPOSE:

To assist the fundraising and alumni engagement teams in developing engagement for specific prospects and projects through the provision of research and data analytics. Support the Alumni Engagement and Philanthropy (AEP) Directorate with development of bespoke data visualisations and dashboards to enhance the effectiveness of alumni engagement and philanthropy activities. 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 management information strategy for the research team 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. Work with the data team to build processes at a data management level to ensure data insights can be used to enhance the work of the directorate. This will include the regular production of data insights as well as bespoke data reports including data visualisations to support alumni engagement and philanthropic project planning and assessment of outcomes.
3. Identify and extract relevant data from the Departmental Database, The Raiser's Edge, and other data insight tools, in response to research requests within the directorate.
4. Using data insights to prioritise individual, corporate and Trust relationships of value to specific fundraising projects. Conduct research utilising electronic and print resources and explore links to the University.
5. To increase the fundraising prospect pool by providing prompt and reliable information from various sources to relevant colleagues.
6. Utilise specialist knowledge to effectively manage the Prospect Module section of The Raiser's Edge to enable complex reporting on philanthropic gifts to the University.
7. Develop and maintain procedures that establish and maintain standards of quality, accuracy and timescales for retrieval of information, and that ensure compliance with GDPR and demonstrates appropriate discretion regarding confidentiality.
8. Work alongside the Research Manager to inform the planning process for the philanthropy and Alumni 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 research strategy. Assist the Research Manager in providing briefing documents for members of the Foundation Board to ensure effective meetings with potential supporters can take place.
9. Assist in Directorate's planning and execution of fundraising and special events (e.g. cultivation events, fundraising events, alumni events, stewardship events and events held by or attended by the Vice-Chancellor), including those held internationally, by developing bespoke guest lists and preparing succinct and accurate biographical sketches for use by the fundraising team and senior University staff.

10. Contribute to: the University's Honorary Degree process by compiling the Alumni Engagement and Philanthropy 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 Chancellery, Directorates and Schools as required.
11. Managing research projects and conducting a wide range of ad-hoc research tasks as required by the Research Manager, Director Alumni Engagement and Philanthropy and other Senior Management.
12. Preparation of due diligence reports on potential supporters using both publically available material and specialist due diligence research tools with the goal of informing senior management decision making on key relationship development and gift acceptance.
13. 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 CASE).
14. Responsible, as required, for line management and support to member(s) of staff and delegating work as required.

ESSENTIAL CRITERIA:

1. A degree (or equivalent) in a relevant field OR substantial relevant experience in similar role(s).
2. Significant recent relevant work experience in a comparable role to include the following:
 - Experience of working in a research role, in a fundraising or market research environment.
 - Experience of utilising research methodology and knowledge of research resources, including experience of desk research and use of online resources.
 - Experience in the production of data insights and data visualisation.
3. Highly competent in MS Office packages particularly, Microsoft Excel or Access to interrogate large datasets and Microsoft Word.
4. Proven analytical skills with a proven 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.
5. Proven information management skills and knowledge of research resources.
6. Ability to write clearly and concisely.
7. Self-confidence and excellent communication skills.
8. Creative and resourceful.
9. Ability to think strategically.
10. Deductive reasoning skills.
11. Proven ability to work on own initiative, plan workload and to meet deadlines.
12. Attention to detail and ability to maintain confidentiality.
13. Willing to work unsocial hours as dictated by the needs of the job.
14. Willing to travel to represent the University at meetings of Development professionals in UK and Irish universities as well as further afield if required.

DESIRABLE CRITERIA:

1. Experience of working in higher education.
2. Experience using research tools such as Experian, iWave, Wealth Engine etc
3. Experience of PowerBI to analyse large datasets.
4. Experience of using a relational database such as The Raiser's Edge.
5. Experience in project management of research projects.
6. Knowledge of fundraising practices and processes.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Colin Bell at c.bell@qub.ac.uk