

# Prospect Research Assistant

Department	Alumni and Development ( <a href="http://www.strath.ac.uk/alumni/">www.strath.ac.uk/alumni/</a> )		
Faculty	Marketing And Development Services ( <a href="http://www.strath.ac.uk/mds/">www.strath.ac.uk/mds/</a> )		
Staff Category	Administrative and Professional	Reference No	475016
Reports To	Prospect Research Officer	Grade:	6
Salary Range:	£29,619 - £31,411	Contract Type:	Open Contract
FTE	1.0 (35 hours/week)	Closing Date	16/10/2022
Holidays	31 days + 11 statutory days Option to purchase additional holidays	On Site Facilities	Car parking, sports centre, catering
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies		

## Job Advert

Alumni & Development is responsible for the University's relationship with its graduates, organisations, high net worth individuals and fundraising for key University initiatives. As part of the Operations and Research Team, you will have experience in prospect research along with the ability to multi-task efficiently while maintaining a high level of accuracy. The post-holder will work with the Prospect Research Officer supporting the prospect research needs of eight fundraisers by identifying; researching and rating high net worth individuals and organisations that align with the University's fundraising strategy, identifying event speakers and guests, suggest award nominees and writing honours congratulatory letters, prospect profiles, event briefings and due diligence reports. The post-holder will also be responsible for recording prospect information in the alumni database.

With strong investigative and research skills, and excellent verbal and written communication skills, you will be a self-motivated, flexible, team player with a methodical approach to work tasks, excellent data entry, accuracy, time management and communication skills. Knowledge of the fundraising environment and The Raiser's Edge would be an advantage.

## Job Description

### Brief Outline of Job:

To support the systems which ensure that Alumni & Development deliver a successful fundraising campaign, you will work alongside the Prospect Research Officer in providing efficient and accurate prospect research support to eight fundraisers. Daily tasks will include identifying, researching and rating high net worth individuals and organisations, identifying event speakers, guests and award nominees. The post-holder will also have responsibility for prospect pool portfolio management for an allocated number of fundraisers, providing research support for the Stewardship Officer as required and writing prospect profiles, event briefings and due diligence reports, while keeping the database up to date.

## Main Activities/Responsibilities:

1.	Support the prospect research strategy by identifying and researching worldwide potential donors: high net worth individuals, organisation and charitable foundations.
2.	Proactively work with the fundraising team to manage their prospect pools: ensuring sufficient prospects at appropriate giving levels, updating pools based on knowledge of the prospects past engagement and giving levels, and suggesting next steps for engagement and asks.
3.	Ensure that all prospect data is recorded in line with department processes and current regulations.
4.	Work with fundraisers and departments to pro-actively identify event speakers, guest lists and award nominees.
5.	Research and write audience appropriate prospect profiles and event briefings.
6.	Create and deliver relevant prospect research management reports.
7.	Responsibility for monitoring media publications to identify prospect opportunities and produce recognition of honours awards correspondence.
8.	Assist with annual reviews of prospect giving capacity and ratings.
9.	Assist with annual reviews of data as per the prospect research data retention policy.
10.	Ensure that all prospect data is recorded in line with department processes and current regulations.
11.	Maintain a knowledge of relevant charity and data protection laws relating to prospect research, data processing and storage and work to these standards.
12.	Contribute to the on-going review of department procedures relating to prospect research, to make them more efficient and effective.
13.	Maintain constructive professional relationships with colleagues within the department and across the University.
14.	Participate as a member of the Operations and Research Team, assisting with other tasks as requested such as: <ul style="list-style-type: none"><li>- attending meetings</li><li>- delivering prospect research training</li><li>- creating and updating procedural guides</li></ul>

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level or equivalent

### Experience

E2 Proven experience in prospect research

E3 Significant experience of undertaking research on individuals and organisations from a variety of sources

E4 Proven experience in processing and manipulating large data sets

E5 Proven knowledge of UK data protection regulations

### Job Related Skills and Achievements

E6 Excellent investigative and research skills

E7 Excellent interpersonal and communication skills with the ability to work with a wide range of people with tact and diplomacy

E8 Meticulous accuracy and attention to detail

E9 Data analytical skills

E10 Competent user of MS Office Suite: Word, Excel & Outlook

### Personal Attributes

E11 A flexible and responsive approach that supports effective contribution within a fast paced changing environment

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E12 Highly organised, with ability to prioritise and meet deadlines under own initiative

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E13 Ability to maintain confidentiality and comply with University policies and data protection legislation at all times

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#### Other Relevant Factors

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E14 A personal style which is compatible with the University's values

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D1 Experience of using The Raiser's Edge (or similar packages)

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## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Julie Smart, Prospect Research Officer, E: [julie.smart@strath.ac.uk](mailto:julie.smart@strath.ac.uk), Tel: 0141 548 2182.

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Formal interviews for this post will be held on 27/10/2022.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

