Job Description – Prospect Research Officer

About the Role
Based in the Development Office, the Prospect Research Team’s primary responsibility is to identify and provide research on new sources of philanthropic income for the University. Reporting to the Prospect Research Manager, the post holder will support the team in undertaking high quality, tailored prospect research on major donors, trusts and corporate partners.

Key Responsibilities
Undertaking high quality research on individuals, corporations and foundations in support of University-wide development activities, using a variety of resources, including biographical and financial databases, international news, the University library and other sources.

Responsibility for collecting, analysing, interpreting and documenting research findings to produce written reports of excellent quality.

Undertaking research to match potential funders to projects, working independently to identify and qualify prospects.

Supporting the Prospect Research Manager in preparing for strategically important events, through the identification of invitees and compilation of biographies.

Undertaking due diligence on funders in line with the Development Office’s gift acceptance policy.

Ensuring database systems are maintained accurately by retrieving, correcting and updating information on individuals, corporations and foundations, in line with GDPR regulations.

Skills and Experience
Experience of conducting qualitative research using a variety of sources to produce high quality reports.

Excellent written communication skills, with a high standard of written English and the ability to effectively present research to a lay audience.

A proactive approach and an enquiring mind with an instinct for ‘detective work’.

A working knowledge of IT, including familiarity with web search engines, plus Microsoft Word and Excel.

Superior attention to detail.

Ability to deal with a wide variety of tasks, many of which will be time-critical.