

PROSPECT RESEARCH ASSISTANT
POSITION DESCRIPTION

Position Title:	Prospect Research Assistant	Position Number: 10273	Faculty/Division: Office of the Vice-Chancellor and President
Classification:	HEO 4	No. Direct Reports & Highest Classified Position: Nil	School/Branch: University Engagement
FTE: 1.0	Reports to: Manager, Research and Due Diligence	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit: Operations
Position Summary:	<p>The University Engagement Branch comprises four units: Alumni Relations, Development, Stakeholder Relations and Operations. The Branch has been created to develop and foster partnerships and links with business, government, alumni, donors and the wider community and to optimise the effectiveness and efficiency of engagement activities within one portfolio</p> <p>The Prospect Research Assistant provides the University Engagement Branch with assistance in identifying and qualifying major gift prospects. This is delivered by conducting research on individual, corporate and Foundation prospects. As a member of the Operations Unit the Prospect Research Assistant's role is to support the enhancement of the scope and current growth of fundraising activities while identifying new opportunities and trends within the philanthropy segment.</p>		
Position Characteristics:	Scope	Working under general direction, the Prospect Research Assistant supports the analysis, segment and timely creation of user friendly and precise prospect management reports in line with the University Engagement Branch's giving strategies.	
	Significant internal/external relationships	Chief Engagement Officer Branch Directors University Engagement Branch Staff Research Branch Vice-Chancellor's Office Barr Smith Library University Faculties and Research Institutes	
	Special conditions	Reasonable workplace adjustments will be made for people with a disability. Work out of standard hours may be required.	
	Delegations	Nil	

**PROSPECT RESEARCH ASSISTANT
POSITION DESCRIPTION**

Key Responsibilities and Outcomes	1	Major Gift Prospects	<ul style="list-style-type: none"> ▪ Undertake research to identify individual, corporate and Foundation gift prospects ▪ Assist the Data & Systems team to analyse, segment and produce prospect management reports that assist with identifying potential prospects ▪ Undertake prospecting projects on a regular basis specifically designed to grow new major gifts prospects for the University
	2	Major Gift Prospect Strategy	<ul style="list-style-type: none"> ▪ Support the Moves Management Committee to track, monitor and analyse prospect engagement ▪ Provide detailed prospect profiles as assigned and assist with preparing development briefings for key events as instructed by the Manager, Research and Due Diligence ▪ Act as executive support for the Prospect Assignment Group, including the preparation and distribution of meeting papers and taking of minutes ▪ Assist Branch staff to identify major gift prospects for relevant projects ▪ Update prospect management procedures as directed to ensure accurate and relevant recording of data to inform best practice in prospect development
	3	Research Strategic Opportunities	<ul style="list-style-type: none"> ▪ Assist the Manager, Research and Due Diligence with reviewing relevant sources for trends in research and philanthropy and report those that will enhance the outcomes of the University to appropriate staff ▪ Review and scan newspapers, alerts, and other sources of information to maintain current, and find updated, information on alumni and prospects. Analyse how business events, trends, and changes in job status impact on prospects.
	4	Projects and Continuous Improvement	<ul style="list-style-type: none"> • Involvement with other University Engagement projects as agreed • Champion the use of Raiser's Edge with staff, encouraging the appropriate recording of all contact with prospective donors or influencers to improve the rigour, accuracy and amount of data held within University Engagement's database • Actively seek opportunities to improve or participate in cross-branch communication and collaboration to build staff knowledge on prospect research.
Criteria		Achievement Drive	<ul style="list-style-type: none"> • Meets deadlines and follows through on commitments • Takes responsibility for own work to achieve quality results.

**PROSPECT RESEARCH ASSISTANT
POSITION DESCRIPTION**

	Capabilities and Behaviours	Communication	<ul style="list-style-type: none"> -Co-operates with others, shares relevant information and seeks information from others as required. Conveys ideas clearly to other, both verbally and in print..
		Flexibility and Adaptability	<ul style="list-style-type: none"> Adapts behaviour in response to constructive feedback. Is open to new and different ways of doing things.
		Relationship Building	<ul style="list-style-type: none"> Actively works to develop and maintain effective working relationships with others. Responds to colleagues in a timely and courteous manner.
		Service Focus	<ul style="list-style-type: none"> Responds promptly to the needs of the client even when under pressure. Maintains clear and appropriate communications with the client.
		Teamwork	<ul style="list-style-type: none"> Understands the work of the group and demonstrates a commitment to team goals. Encourages cooperation and collaboration.
	Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated experience in prospect research, library research or an information-related field in a non-profit, corporate, higher education, or political organisation Demonstrated capability in working with a customer relations management database system Broad knowledge of University practices and policies Demonstrated competency in using Microsoft products Demonstrated ability in providing high-level proactive customer service to internal and external stakeholders Knowledge of major fundraising programs conducted by University Engagement (Desirable) 	
Qualifications	Completion of a Certificate IV or diploma level qualification or an equivalent combination of relevant experience and / or education/training		
Occupational Health, Safety and Welfare Requirements		<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	

**PROSPECT RESEARCH ASSISTANT
POSITION DESCRIPTION**

<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	