

## Prospect Researcher

<b>Job Reference:</b>	3733
<b>Department:</b>	Development & Alumni Relations Office
<b>Grade/ Salary:</b>	6 / £35,861 to £38,846 (pro rata)
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	28 hours per week
<b>Location:</b>	New Cross, London

Closing date for applications: Monday 19<sup>th</sup> September 2022

Interviews: Tuesday 27<sup>th</sup> and Wednesday 28<sup>th</sup> September 2022

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where groundbreaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk) to make your request.



Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



Together  
we are different

## **Development & Alumni Office**

The Development and Alumni Office (DAO) is responsible for building relationships that inspire alumni, friends, colleagues and donors to support Goldsmiths and help change lives through education and research.

The department is responsible for raising ongoing support for major giving campaigns, along with our multi-channel regular giving campaign. Funding supports student hardship, scholarships and student awards, capital projects and a variety of projects that underpin Goldsmiths' teaching and research.

Our alumni relations programme incorporates a range of on and offline communications, events and alumni services and benefits. It also facilitates opportunities for alumni to give back through volunteering.

For more information visit [www.gold.ac.uk/alumni](http://www.gold.ac.uk/alumni)

### **Job description**

Reporting to: Head of Development and Alumni Operations

Working closely with the Director of Development and Alumni Relations, and Development Colleagues

### **Summary:**

This is a busy time for the Development team at Goldsmiths and we are looking for an experienced Prospect Researcher who will be able to hit the ground running. The post holder will have strong research skills to support the delivery of our prospect research and management strategy, and be responsible for the identification of alumni, individuals, foundations and corporations as prospects. You will provide insightful research for Development colleagues and senior managers, and carry out the due diligence of donors in line with our Gift Acceptance Policy. You will have a good understanding of data protection regulations and how these to apply to the role.

**Main duties:**

- Identify potential donors to Goldsmiths, including individuals, trusts, foundations and companies
- Develop and manage prospect pipelines for fundraising projects
- Prepare research profiles for sharing with the Development team, and Goldsmiths' Senior Management Team, including the Warden
- Update Raiser's Edge with information on prospects
- Monitor information relating to top prospects, highlighting any pertinent information to development colleagues
- Be responsible for disseminating prospect research findings at a weekly solicitation meeting
- Carry out due-diligence reporting on potential donors in line with Goldsmiths' Gift Acceptance Policy
- Contribute to identifying prospective guests for high profile Goldsmiths events
- Work closely with the Head of Development and Alumni Operations to ensure that research is carried out in line with data protection regulations
- Assist at events organised by the Development and Alumni Office, including those which occasionally take place outside of work hours
- Recommend appropriate prospect research tools, ensuring value for money
- Undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

**Person Specification**

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Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

**CVs will not be accepted on their own, applicants must complete the application form to demonstrate how they meet the criteria.**

The Category column indicates the method of assessment:

**A = Application form      C = Certificate**  
**I = Interview                R = Reference**  
**T = Test / P = Presentation**

	<b>Category</b>
<b>Essential Criteria - Qualifications</b>	
Educated to degree level	A, C
<b>Essential Criteria - Experience</b>	
Experience of providing insightful research on potential donors in the Higher Education or Charity sectors	A, I, P
Experience of using prospect research tools and resources	A, I
Experience of interrogating and updating an alumni or fundraising database such as Raisers Edge	A, I, T
Experience of carrying out due diligence into potential donors	A, I
<b>Desirable Criteria 2 - Experience</b>	
Experience of working within a Development and Alumni team within Higher Education	A, I
<b>Essential Criteria 3 - Knowledge</b>	
Knowledge of due-diligence in relation to donations	A,I
Knowledge of the Data Protection Regulations and how they relate to prospect research	A, I
A demonstrable interest in the subject areas of Goldsmiths, University of London	A,I

An understanding of the issues facing the Higher Education sector, especially Development and Alumni Relations	A, I
<b>Essential Criteria - Skills</b>	
Excellent attention to detail	A, I
Ability to handle confidential and sensitive information	A, I
Excellent writing skills	A, I
Strong IT skills, including Microsoft Office	A, I
Ability to plan and organise own workload, meeting required deadlines	A, I
<b>Essential Criteria - Attributes</b>	
Excellent team working approach	A, I
A high level of personal initiative	A, I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**

For more information about the role, please contact

February 2020

### **Summary of Benefits**

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers

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- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to [University of London facilities](#) such as Senate House Library

### Further information

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For more information about Goldsmiths, please visit [www.gold.ac.uk/about](http://www.gold.ac.uk/about)

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk), or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).

***Thank you for your interest in working with us, we wish you all the best with your application.***