

SENIOR PROSPECT RESEARCH OFFICER / PROSPECT RESEARCH MANAGER

VICE-CHANCELLOR'S OFFICE

**DEVELOPMENT, ALUMNI &
CAMPAIGNS OFFICE**

ALC1519

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact **Debbie Graver**, Head of Data, Research and Finance via deborah.graver@uea.ac.uk.

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



30 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



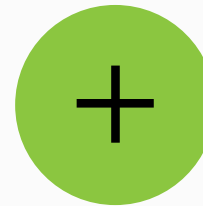
Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

JOB FUNCTION

Deliver the prospect research strategy to ensure there is a robust pipeline of high value major donors for the Development Office.

Focus on identifying new prospects, analysing data for prospect capacity and propensity, creating donor profiles, and supporting portfolio management.

Use and develop specialist internet search technology, algorithms, AI and software to identify lost alumni and prospects and significantly enhancing our capability to identify prospects.

KEY RESPONSIBILITIES

- Delivering research that generates against monthly / annual targets for identification of new major donor and principal gift prospects from 'lost contact', unknown and alumni body.
- Delivering research that generates identification of new major donor prospects and principal gift level prospects from known data held on CRM, meeting monthly and annual targets.
- Identify cold HNWI non-alumni prospects in relation to our specific fundraising projects as required.
- Develop a coherent and effective prospect research strategy that delivers high quality major gift opportunities, enabling teams to reach fundraising goals.
- Enable prospect moves management processes with relevant data and supporting fundraisers with useful insight and analysis.
- Research and proactively identify potential prospects for the University, both on demand and proactively for specific funding projects or the general prospect pool, and to support international alumni development visits.
- Create and maintain portfolios on Raisers Edge NXT and maintain up to date XL spreadsheets of assigned individuals related to each development manager to aid portfolio management and performance management processes.
- Conduct formal due diligence tests where required on new or upgrading major donors and provide authoritative reports to senior managers whilst meeting deadlines.
- Research and write briefings on individuals, companies, foundations and trusts, on demand and to deadlines. These vary greatly in depth according to their purpose. Analyse, interpret, and summarise complex financial data documents for wealth assessment purposes.
- Be the leading authority for prospect research advice and best practice and communicate audience-appropriate research to relevant team members.
- Conduct training on prospect research tools and data protection processes for new and existing members of staff.
- Provide specialist technical advice on pipeline management and help embed data-driven culture across teams.
- Enable prospect strategy meetings to develop cultivation and solicitation strategies. Collaborate with senior managers on strategies for effective management of portfolios.
- Using our Alumni database expertly to understand our relationships, create new opportunities, and to capture information effectively.

THE ROLE (CONTINUED)

- Developing and analysing research models to identify new fundraising prospects and improve overall effectiveness of fundraising. Build additional models in line with strategic changes. Supervise the day-to-day management of portfolios efficiently. This involves moving prospects through a systematic process of identification, research, qualification and prospect assignment by the Director.
 - Monitoring the philanthropic and business environments, providing regular and ad hoc briefings for senior managers.
 - Overseeing and developing existing, and identifying new software research tools and resources, ensuring we achieve best value for money.
 - Support the line manager in the completion of annual Case insights benchmarking.
 - Maintain links with the UK Prospect Research networks and attend conferences and webinars to ensure that we remain up to date with best practice around prospect research.
 - Any other such duties as may be assigned by line management.
- processes, systems and reporting which adds value to fundraising.
- Develop innovative and data driven approaches for prospect research.
 - Test, evaluate and propose new software innovations into the Division which can aid prospect identification and alumni management
 - Deputise for the Head of Data and Research in internal and external meetings.
 - Proactively identify new relevant funders, charities, trusts and foundations unknown to the DAC division, from national and international arena.
 - Lead and operationalise and proactive regime of 'moves management' of prospects through developing and managing active portfolio management.
 - Trial and develop approaches to wealth screening using external contractors where authority is given, meeting necessary GDPR issues.
 - Contribute new capabilities to the division beyond the scope of the job description.

PROSPECT RESEARCH MANAGER, GRADE 7 RESPONSIBILITIES:

- Exceed monthly / annual targets for development of new prospects from all pools; alumni, lost alumni, HNWI.
- Develop and utilise search strings and/or build algorithms to identify lost alumni through internet searching, and manage commercial contractors where used.
- Lead the development of AI in the division to search the www and identify major donor prospects from alumni, lost alumni and other HNWI.
- Support fundraisers to develop their prospects and implement research

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Educated A-level standard (or equivalent qualification) or equivalent experience in a directly transferable role. (E)
- A sound understanding of the role of fundraising within universities. (E)
- Experience of gathering and cross-referencing information from a wide range of sources, especially from online and electronic media. (E)
- Experience of developing training materials and delivering training. (E)
- Degree (or equivalent qualification or experience). (D)
- Experience of working in a University environment. (D)
- Prospect research experience. (D - grade 6)

ESSENTIAL FOR GRADE 7:

- Involvement in writing or developing strategy papers. (E)
- Prospect research experience. (E)

SKILLS AND KNOWLEDGE

- Excellent oral, written and interpersonal skills with ability to deal face-to-face, via telephone and email with individuals from a variety of backgrounds, culture and nationalities. (E)
- Ability to write briefing documents or instructions, distilling large amounts of information into a few facts relevant to a given context. (E)
- Computer literate, including Microsoft Office skills (particularly Excel and Word). (E)
- Working knowledge of CRM databases, especially updating records, querying and interrogating data. (E)
- Strong organisation skills with excellent attention to detail and the ability to maintain accuracy while working under pressure. (E)
- Ability to prioritise and manage a diverse workload. (E)
- Knowledge of ethics policy and procedure in prospect research. (E)
- A good working knowledge of Raisers' Edge or similar fundraising CRM system. (D - grade 6)
- Understanding and use of specialist software and /or algorithm use for internet searching (D - grade 6)

ESSENTIAL FOR GRADE 7:

- A good working knowledge of Raisers' Edge or similar fundraising CRM system. (E)
- Experience in use of specialist software, search string development and algorithm writing use for internet searching (E)

THE PERSON (CONTINUED)

PERSONAL ATTRIBUTES

- Ability to work individually and as part of a team to achieve and exceed targets. (E)
- Willingness to be flexible and adaptable, and capability of switching effectively between fast-turnaround work and more in-depth work, whilst maintaining care and attention to detail. (E)
- An ability to work under pressure to achieve deadlines. (E)
- Self-motivated and positive approach. (E)
- Ability to deal with confidential matters and act with discretion. (E)

SPECIAL CIRCUMSTANCES

- Flexible approach to work and work-tasks, including ability to work outside of normal office hours when required. (E)
- Willingness to support DAC events in London. (D)

When you apply it is important that you demonstrate how you meet the essential criteria and where possible desirable criteria. Highlight your skills/experience from similar roles and/or demonstrate how your skills make you a perfect fit for this role.

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available immediately on a full-time indefinite basis. The appointment will be considered at grade 6 or grade 7 dependent on skills and experience.

Salary will be £30,505 to £36,924 per annum on Grade 6 on the single salary spine or £37,999 to £45,163 per annum on Grade 7 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses

both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **21 November 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **9 December 2024** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE DEVELOPMENT, ALUMNI & CAMPAIGNS OFFICE

Philanthropy, fundraising, development, advancement - each university has a different name for this team - but ultimately we have one goal: to raise philanthropic support to help the University advance its mission and achieve its Vision 2030 goals. Our scope is wide, from helping to fund research projects and developing new and existing areas of campus, to providing vital funding for students through scholarships, and grants for emerging entrepreneurs.

Ultimately, we want our work to have a real and tangible impact for UEA and beyond.

Based in the historic Earham Hall on UEA campus, the Development Office have been successful in reaching our ambitious Difference Campaign fundraising target of £100 million this year. We are already planning for the next campaign, expected to launch in 2024, and we are prepared for the challenges and opportunities which will ensure UEA continues to evolve in the years ahead.

Our team comprises of fundraisers for Trusts, Charities and Foundations, Individual Giving, Scholarships and Legacies, supported by a team of Insight and Data and Communications staff.

We work closely with our academics, promoting their ground-breaking research and secure funding and support, whilst building relationships with donors enabling them to support students with scholarships in subjects close to their hearts.

We ensure our donors and supporters receive excellent stewardship and are kept up to date with the impact their gift has made. We also celebrate their generosity by hosting various events both in Norwich and London.



OUR VALUES

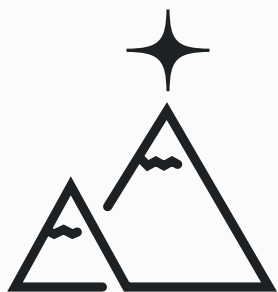
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

