

Job Description



Summary

Job title	Prospect Research Manager
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	University Offices, Wellington Square, Oxford OX1 2JD - but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 8: £45,585 – £54,395 per annum with possible extension to £59,421
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Head of Prospect Research
Vacancy reference	171887
Additional information	<p>Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. Development and Alumni Engagement is committed to equality, and values diversity.</p> <p>Subject to HMRC guidelines and the availability of funding, a relocation allowance may be offered</p>

Development and Alumni Engagement (DAE)

DAE is led by Liesl Elder who, as Chief Development and Alumni Engagement Officer at the University of Oxford, reports directly to the Vice-Chancellor. DAE's mission is to help secure philanthropic support for the University, and build an engaged, informed and active alumni community. Through working in partnership with academic, development, and alumni colleagues throughout the collegiate University, DAE builds enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and increases financial support for agreed academic priorities.

The office is one of the central administrative departments of the University, collectively known as University Administration and Services. Due to the nature of its work, DAE collaborates closely with a number of other units and teams, particularly Public Affairs, Finance, Research and Legal.

In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful higher education fundraising campaign in Europe. The University is currently planning its next major campaign and, as a member of DAE, the post holder will have a key role to play in helping realise its successful delivery.

In addition to front-line fundraising and alumni engagement staff, DAE has a number of teams that cover particular support functions. These include:

- Donor Relations



- Events
- Research
- International Engagement
- Development and Alumni Relations Systems (DARS) (which supports the Development and Alumni Relations database)
- Communications
- Marketing and Insights

It also works closely with Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. In addition, there are four overseas offices whose remit includes development and alumni engagement; these offices are located in North America, Japan, Hong Kong, and Switzerland.

For further information please visit: [Development Office \(ox.ac.uk\)](https://development.ox.ac.uk) and [HOME | Oxford Alumni](https://home.ox.ac.uk)

DAE is committed to equality and values diversity. The University holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The role

The University of Oxford is founded on the quality of its teaching, scholarship and service to society. It is working harder and faster than ever to create new knowledge and find answers to global problems, helping to make a more equitable society and educate the next generation of leaders.

Philanthropy plays a critical role in enabling Oxford to maintain and build on its status as a world-class centre of learning. Major and principal gifts have played a significant part in our success with the *Oxford Thinking* Campaign and these gifts have made a number of important projects possible. Recent significant donations have brought the following projects to fruition:

- *The Stephen A. Schwarzman Centre for the Humanities* will be the new home for humanities at Oxford, providing state-of-the-art facilities for seven faculties, the Institute for Ethics in AI, and the Oxford Internet Institute. It will house a new humanities library, as well as public-facing exhibition and performance spaces
- *The Ineos Oxford Institute for AMR Research* is a new cutting-edge institute to combat the growing global threat of antimicrobial resistance (AMR) in both humans and animals
- *Reuben College* is Oxford's newest college, bringing graduate students and academics from traditionally different disciplines together to work on global challenges including artificial intelligence and machine learning; environmental change; ethics and values; and cellular life
- *The Poonawalla Vaccines Research Building* will house over 300 research scientists providing the focus and scale for the University's major vaccine development programmes, allowing a rapid expansion of this fast-growing, translational area
- *The Moh Family Foundation* is supporting the work of Oxford University's Pandemic Sciences Institute, greatly strengthening its ability to identify and counter future pandemic threats and ensure equitable access to treatments and vaccines around the world
- *The Bennett Institute for Applied Data Science* has been established to pioneer the better use of data, evidence, and digital tools in healthcare and policy, optimising the impact of interventions to achieve improved outcomes
- *The Dieter Schwarz Foundation* is supporting an ambitious programme of research dedicated to investigating the impact of AI and other game-changing technologies. They have also provided a major boost to the study and teaching of German at Oxford, principally through the endowment of the Schwarz-Taylor Chair in the German Language and Literature

The University of Oxford has been successful in raising donations from a broad, international range of donors, including alumni, non-alumni, foundations and trusts, and corporations.

This role sits within the Prospect Research Team, part of the University's department of Development and Alumni Engagement. The Team has a number of areas of activity. It is responsible for researching and writing briefings on current donors and potential donors, on demand and to deadlines. These vary greatly in depth and style according to their purpose. It also uses research to identify potential new donors to the University, both on-demand for specific projects and more widely for the general prospect pool. A further significant part of its work is in providing due diligence research relating to prospective donations and research funding, including as part of the University's formal donations and funding acceptance processes and agreed risk assessment framework. This research underlies decisions made by the University's Committee to Review Donations and others on the acceptance of funding worth tens of millions of pounds each year.

The Team builds and maintains successful relationships with staff in Development and Alumni Engagement and wider University, and provides advice, guidance, support and training on prospect research and prospect management matters, including the effective use of the Development and Alumni Relations database for this purpose.

Key relationships: Other members of the Prospect Research Team, Development and Alumni Engagement Senior Leadership Team, Heads of Development and other solicitation staff; colleagues in other University departments including Council Secretariat, Research Services, and Legal Services.

Purpose: To work as a member of the Development and Alumni Engagement Prospect Research Team, providing management oversight of its due diligence work, ensuring its processes and systems in regard to this work meet the needs of the University, and providing expertise, guidance and training on funding-related due diligence within the department and beyond it. The role also involves contributing as a manager and researcher to the wider work of the Team, described below. The post may carry line-management responsibilities in due course, although it does not do so initially.

The role is office-based in Oxford. The work of the Prospect Research Team is co-ordinated, so the post holder will work collaboratively with all team members.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research). The post holder will be based in central Oxford, but they may be able to agree a pattern of regular remote working with their line manager.

The line manager will regularly review progress. There may be opportunities for career development within the office structure. DAE seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible, as well as a comprehensive induction process.

DAE's work covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team, and, while each has their own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

Development and Alumni Engagement values

The following points lay down the foundations of the working ethos, culture and values of DAE. Aspirational and celebratory in turn, they provide a central framework for individual members of staff and teams, encouraging personal and professional growth.

- **We value each other** – We respect the professional expertise of our colleagues. An approachable, friendly and kind office, we work in an environment where transparency of action and clarity of intent create openness and trust.

- **We work collaboratively** – Whether within our own teams, across DAE, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.
- **We go beyond** – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.
- **We are part of something bigger** – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

Responsibilities

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be versatile and adaptable, and able to contribute to the development of the fundraising and alumni engagement functions of the collegiate University.

The main duties of this post will be as follows:

- Manage the flow of the funding-related due-diligence work undertaken by the Prospect Research Team, including formal risk assessments carried out and reports compiled using the University's agreed framework and subject to the University's regulations. This involves overseeing the preparation of submissions to the University's Committee to Review Donations and Research Funding, and taking responsibility for ensuring deadlines for these are met, in collaboration with the Head of Prospect Research and other Prospect Research Managers.
- Provide guidance and training on due diligence requirements and processes to colleagues within Development and Alumni Engagement and beyond, serving as a primary point of contact for this, and liaising with colleagues in other departments involved in the University's funding acceptance processes, including Council Secretariat, Legal Services and Research Services. Participate as needed in groups and discussions focused on this area of work.
- Ensure systems used for recording and tracking due diligence work are effective and meet reporting needs, and provide regular reporting on this work as required.
- As required, and in collaboration with the Head of Prospect Research and other Prospect Research Managers, manage the day to day work of the Prospect Research Team, ensuring the Team's time is appropriately allocated to meet the various short-term demands on it, as well as its longer-term objectives. Liaise as appropriate with colleagues for whom research is being carried out, and ensure high quality of work is maintained across the Team.
- As required, undertake direct line management of one or more members of the Prospect Research team, including recruitment; training; setting of objectives; and performance management.
- Review and proof read the work of colleagues to help ensure that all work produced is of a consistently high quality and meets the relevant need. Equally, ensure that work overseen is compliant with legal and regulatory requirements, as well as University and departmental policies.
- Provide guidance and training on prospect research and identification and prospect management matters and best practice to staff within Development and Alumni Engagement and across the collegiate University. Provide research insight at / represent the Prospect Research function at particular meetings and working groups as agreed with Head of Prospect Research.
- Undertake research, due diligence and prospect identification work as required, in particular taking responsibility for the more complex tasks undertaken by the Team, including certain reports for the Committee to Review Donations and Research Funding.
- Undertake / oversee longer term project work on behalf of the Prospect Research Team, in order to ensure the Team continues to fulfil its objectives as successfully as possible. Such work might include

improving the Team's working practices and processes or exploring methods, sources and techniques which may help it achieve those objectives.

- Maintain awareness of potentially useful due diligence sources, fundraising research tools, business information tools, and training resources, and contribute to decisions on allocating the Prospect Research Team's resources and budget.
- As required, act in place of the other Prospect Research Managers and the Head of Prospect Research in their absence.

You will carry out any other duties which are requested by the line manager and are commensurate with the grade of this post.

Selection criteria

Selection criteria will be assessed by application/cv and by interview/exercise

Essential selection criteria

- Degree or equivalent
- Substantial experience of undertaking prospect research in a fundraising organisation and substantial experience of undertaking due diligence research in a fundraising / funding setting
- Excellent research skills; the ability to plan a research strategy and to adopt creative approaches to research wherever useful
- Excellent standard of written and spoken English, good communication skills, and the ability to produce clear, accurate and concise written reports
- Successful experience of supervising the work of others, including providing feedback and guidance, and successful experience of allocating resources within a team to meet the demands on it
- Enjoyment of working in a team and managing its workload. Open and collaborative approach; enjoyment of guiding colleagues and developing their skills
- Willingness to be adaptable, and capability of switching effectively between work of different types whilst maintaining care and attention to detail. Commitment to ensuring that these qualities are consistently demonstrated in all work undertaken by the team, and a high quality service is provided
- Ability to build strong relationships with and influence colleagues at all levels within the University, both within and beyond a management structure
- Successful experience of providing, and willingness to provide training to individuals and groups of different sizes
- Good knowledge of news aggregator databases, company databases, and due diligence sources.
- Good knowledge of the overall business environment and of current affairs
- Numeracy and the ability to understand and explain financial information
- Tact and discretion

Desirable selection criteria

- Experience of direct line management of staff including inductions, objective setting, skills development and performance management.
- Successful experience of making presentations to audiences

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to submit a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please submit all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

recruitment@devoff.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.recruit.ox.ac.uk/>.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependants and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.