



# PROSPECT RESEARCH ADVISER

DEPARTMENT/UNIT	External Relations, Development and Alumni
FACULTY/DIVISION	Office of the Vice-Chancellor and President
CLASSIFICATION	HEW Level 6
WORK LOCATION	211 Wellington Road, Mulgrave

## ORGANISATIONAL CONTEXT

---

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **External Relations, Development and Alumni** portfolio (ERDA) works collaboratively across the University to initiate, grow and steward strong person to person relationships with key stakeholders that support Monash University's research and education endeavours. This work delivers outcomes that significantly enhance the University's profile and resources.

To fulfil our mission, ERDA oversees a range of activities including alumni relations, communications, fundraising, external engagement, donor programs and community engagement activities for the University, nationally and internationally. To learn more about us and the work we do, please visit our [website](#).

## POSITION PURPOSE

---

The Prospect Research Adviser works within the Development team to provide relevant donor and fundraising research and prospect management services to ERDA. This research is essential to the University's fundraising strategies and activities.

The Prospect Research Adviser assists in; developing new intelligence gathering methodologies; identifying potential donors and their capacity to contribute to the University.

**Reporting Line:** The position reports to the Manager, Prospect Research who will provide broad supervision

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

---

1. Support ERDA on strategies for prospect identification, tracking and relationship building by identifying potential donors in line with fundraising needs
2. Support ERDA to maintain effective partnerships with key stakeholders within the university, alumni and development sectors
3. Use initiative to develop strategies and execute comprehensive research to identify individuals, organisations or groups to expand potential development prospects
4. Research and elicit relevant information by using a wide variety of sources to identify relevant biographical information including business details, relationships, interests, professional affiliations, achievements and allegiances. Use sound judgement to assess the appropriateness of resources in line with privacy regulations
5. Provide detailed profiles of identified prospects as well as undertaking work to identify and gather information on individuals, organisations and groups. Support ERDA requests to gather information, summarise and make recommendations about various research related topics
6. Monitor trends in public perception and awareness and provide feedback to the division
7. Ensure that the prospect information on the ERDA database is kept up-to-date and manage Research information on the database. Utilise database to identify development/fundraising opportunities by analysing data sets for development potential and ensure that data and reporting on the database is utilised to support research work
8. Communicate regular and timely information regarding leading prospects to relevant staff members and recommend individual alumni and potential donors to match specific purposes either using own initiative or as requested
9. Active updating of records in the ERDA database to maximise accuracy of data and enable professional and coordinated relationship management
10. Contribute to the ongoing development and implementation of donor and prospect management policy. Monitor policies and procedures governing the compilation and updating of research information and prospect profiles. Ensure relevant staff are aware of, and behave in accordance with, relevant policies and procedures

## KEY SELECTION CRITERIA

---

### Education/Qualifications

1. The appointee will have:
  - A degree with subsequent relevant research experience in a related field, such as not-for-profit, higher education, journalism, and corporate research; or
  - an equivalent combination of experience and/or education/training

### Knowledge and Skills

2. High level of intellectual curiosity, persistence in intelligence gathering and attention to detail
3. Demonstrated ability to exercise judgment as to the relevance of information and the manner of sourcing it
4. Highly developed analytical and conceptual skills, with ability to develop creative solutions
5. Superior communication skills, both written and verbal
6. Sound computer skills, including relational database experience and sound skills in current business software
7. Ability to practice discretion in assessing and distributing confidential data
8. Ability to work within a small strategic planning team as part of a complex organisational structure
9. Highly developed interpersonal skills including the ability to liaise with and extract information from, and quickly establish rapport with, a variety of individuals
10. Ability to utilise data analytics software and previous experience in data analytics

## **OTHER JOB RELATED INFORMATION**

---

- Travel to other campuses of the University may be required, along with travel to event venues
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

---

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.