

**Position Description**

 **Position Title:** Prospect Intelligence Officer

 **Position Classification:** Level 6

 **Position Number:** 309977, 311156, 311157, 312810

 **Faculty/Office:** Development and Alumni Relations

 **Supervisor Title:** Senior Manager, Prospect Development

 **Supervisor Position Number:** 307971

**Your work area**

Development and Alumni Relations [DAR] oversees the University’s alumni, philanthropic and community engagement strategies. The function works collaboratively across the University to embed philanthropic and engagement activity into the University’s operations. The core responsibilities of the team is to lead and build on the University’s alumni, donor, and community relations to advance the University goals.

**Reporting structure**

Reports to: Senior Manager, Prospect Development.

**Your role**

As the appointee you will, under limited direction, assist in the continued development of comprehensive prospect identification and research insights program to support strategic fundraising and engagement objectives for DAR staff.

**Your key responsibilities**

Identify and research fundraising prospects through various prospect research strategies.

Perform philanthropic investigation to confirm linkage, ability, and interests of prospects.

Prepare comprehensive profile reports on identified prospects in support of friend raising and fundraising activities being undertaken, planned, or proposed.

Prepare documents (profiles, bios, and project summaries) using style, grammar, and content appropriate to the specific audience in support of the fundraising activities being undertaken, planned, or proposed.

Liaise with the fundraising or alumni relations staff to identify and research persons of interest for specific projects, fundraising or engagement priorities.

Contribute to the design and implementation of various prospect research projects and provide associated analysis.

Provide assistance in streamlining prospect research strategies.

Participate in the maintenance and improvement of the database of alumni, donors, prospects, and stakeholders by assimilating information from a variety of sources and updating the constituent records in a manner that will enhance the effectiveness of data mining.

Maintain prospect knowledge gleaned through research in the CRM database, in a manner that will enhance the effectiveness of data mining.

Provide assistance to DAR staff by answering database related queries directed to the Development Services support team.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant degree qualification or equivalent competency.

Advanced online researching skills, gathering and documenting sensitive information.

Demonstrated analytical skills, involving extracting information and assigning values.

Working with constituent management database systems, with a well-developed ability to extract relevant information for analysis.

Highly developed written and verbal communication skills, with the ability to produce detailed profiles and briefing notes to a high standard of accuracy.

Highly developed organisational skills and ability to set priorities and meet deadlines.

Demonstrated attention to detail and investigative skills when researching information.

Ability to work independently, show initiative and work productively as part of a team.

Experience and/or working knowledge of extracting data from such sources as Factiva, Morningstar DatAnalysis, GiftSearch or similar is desirable.

Experience working in higher education or not-for-profit sector is desirable but not essential.

**Special requirements (selection criteria)**

There are no special requirements.

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.