Robinson College
Research and Database Manager

FURTHER PARTICULARS
CLOSING DATE 13 JUNE 2022
About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.

Purpose of the job

A key role within the Development team, the post holder will shape and deliver the College’s prospect research strategy, supporting all aspects of the fundraising programme and managing the prospect pipeline. They will also maintain the integrity of the College’s alumni database, a vital tool that underpins every aspect of the Development programme. The role reports to the Director of Development, and requires strong organisational skills and an ability to work on many projects concurrently in a fast-paced environment.

Responsible to: Development Director

SALARY AND CONDITIONS

- Part Time, 21 hours per week
- Permanent
- Up to £40k FTE, depending on experience

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit (to be introduced shortly)
- Free lunch in College for qualifying employees
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
JOB DESCRIPTION

TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1 Strategy formulation

Working with the Development Director, develop, document and execute strategies and procedures to:

- Identify and qualify new prospects in order to ensure the ongoing growth and renewal of Robinson's prospect base;
- Rank prospects according to financial capacity, inclination and readiness to give;
- Track the progress of prospects through the cultivation cycle;
- Manage the allocation of appropriate numbers of prospects to fundraisers at the appropriate level.

1.2 Research

- Undertake qualitative research using a range of sources, to provide information that will inform prospect and fundraising strategy, gift opportunities and the development of proposals. Specifically, this will include:
- Identifying and qualifying major gift prospects by researching and analysing their connections to the College and to other organisations, their philanthropic interests, their wealth and giving potential and their propensity to support the College as well as their networks, in order to establish priorities and strategies for the successful solicitation of donations.
- Assigning gift capacity and propensity ratings to all prospects.
- Providing briefings on major gift prospects for the Development Director and senior College officers in advance of cultivation meetings. These will include detailed biographical information, giving trends and analysis, fully-developed financial analysis (net worth/asset analysis) estimated giving capacity and propensity.
- Provide summary biographical briefings on prospects attending events.
- Update the database with all research output including prospect rankings, prospect manager assignments, profiles and research.
- Appoint and supervise third party suppliers providing external research services, as required.
1.3  
- Prospect management  
- Working with the Development Director and other fundraisers, build and manage prospect portfolios and a robust prospect pipeline to support fundraising goals and objectives.  
- Attend project and prospect reviews designed to identify prospects and create cultivation, solicitation, and donor relations strategies. Prepare in-depth analyses and lead discussions about prospect pool, individual capacity, philanthropic interests, and inclination.  
- Assist fundraisers in creating and revising a solicitation plan for donors throughout the relationship cycle.  
- Provide a metric-driven approach to solving complex problems and optimising current processes to meet fundraising goals.

1.4  
**Due diligence and compliance**

- Working with the University of Cambridge where appropriate, be responsible for the due diligence process, recording the outcomes of decisions on gift acceptance, and advising on policies and processes.  
- Maintain awareness of all relevant privacy and other legislation relating to the management of personal data.  
- Working with the Gifts & Database Administrator, implement robust procedures to ensure the database complies with this legislation.

1.5  
**Reporting**

- Devise and produce regular reports on the status of all prospects, to enable management of the prospect pool and pipeline, workflows, and income forecasts.  
- Devise reports that can be produced by individual fundraisers to enable them to manage their personal prospect pools effectively.
1.6 Database management

- Undertake an audit of the database and make recommendations about how its integrity can be improved. Working with the Gifts & Database Administrator, implement these recommendations once approved.
- Devise protocols for the entry of data by all members of the Development Office team, to ensure the integrity of the database is maintained.
- Take responsibility for training the Development Office team in the implementation of these procedures and monitoring their success, as required.

1.7 Management

- Specify and manage the budget for research and database management.
- Develop a strong knowledge of sector best practice and innovation through networking, benchmarking against comparable institutions, identifying and undertaking training and development opportunities, and where appropriate implement these best practices at Robinson.
- Manage own workload, undertaking planning, agreeing priorities and timescales to meet schedules and deadlines in an effective and efficient manner.
- Carry out any other duties as are within the scope, spirit and purpose of the job, as requested by the Development Director.
FURTHER DETAILS

• The post is part time, 21 hours per week.
• The working pattern is 5.25 hours per day, 4 days a week (or an alternative proposal could be discussed).
• Applications for remote working will be considered from those who wish or have a need to work from home on a permanent basis. Regular trips to the College to facilitate induction, team building and communication will be required.
• The notice period is 4 weeks.
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<td>SKILLS / KNOWLEDGE / COMPETENCIES:</td>
<td>2-3 years of experience in prospect research.</td>
<td>Knowledge of prospect research methods and data sources as well as donors’ needs and motivations.</td>
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<td>Excellent written and oral communication skills.</td>
<td>Extensive investigative, research, and analytical skills.</td>
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<td>Ability to organise and manage a diverse range of assignments and projects with high efficiency with rigorous attention to detail in presentation.</td>
<td>Ability to analyse and synthesise information from a wide variety of sources and to summarise and present the resulting information clearly.</td>
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<td>Ability to handle sensitive and confidential information appropriately and with discretion.</td>
<td>Ability to show initiative in identifying new sources of information.</td>
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<td>Effective time management, organisation, prioritisation and planning skills.</td>
<td>Knowledge of the Raiser's Edge or NXT database.</td>
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<td>Ability to adapt to changing priorities and meet deadlines.</td>
<td>Knowledge of donors' and charitable giving trends in higher education.</td>
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<td>Exceptional attention to detail.</td>
<td>A good understanding of current data and privacy regulatory best practice and how they affect prospect research.</td>
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<td>QUALIFICATIONS/ TRAINING:</td>
<td>Candidates should be qualified to degree level or equivalent.</td>
<td>Specific training in prospect research.</td>
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<td>EXPERIENCE:</td>
<td>Experience researching and qualifying potential donors or sponsors, and of supporting fundraisers in creating prospect pipelines and cultivation strategies.</td>
<td>Experience of developing and leading new initiatives in a complex environment.</td>
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<td>Experience providing written and/or oral briefings and reports for fundraisers, senior staff and volunteers.</td>
<td>Experience of working within a research environment.</td>
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<td>Experience working as part of a team, and of co-operating with individual colleagues.</td>
<td>Experience of managing and recording information in a sensitive and methodical manner.</td>
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<td>PERSONAL ATTRIBUTES:</td>
<td>Able to adopt a strategic approach with excellent attention to detail.</td>
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<td>Proactive in anticipating and seeking out information to drive continuous improvement of prospect research and fundraising activity.</td>
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<td>Able to respond quickly and perform well under pressure.</td>
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<td>Demonstrable initiative, creativity and personal responsibility, as well as meticulous attention to detail and consistency.</td>
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<td>Excellent organisational skills and the proven ability to coordinate a number of projects and tasks with competing deadlines.</td>
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<td>Able to work in a collaborative way within a team and across an organisation.</td>
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<td>Commitment to the purpose and ethos of the Department/College.</td>
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