



PROSPECT RESEARCH MANAGER

(Payclass 10)

Fundraising

Development and Alumni Department (DAD)

The Development and Alumni Department (DAD) at UCT is seeking to appoint a self-motivated, suitably qualified candidate to manage the provision of high-quality prospect research to support executive university staff and staff involved in fundraising and relationship development. The incumbent will be responsible for ensuring that prospect research is timely, high-quality, accurate and concise; as well as developing prospect research policies, procedures and systems, and providing strategic direction and reporting on prospect research.

Requirements:

- A relevant NQF7 qualification
- Three (3) years' research experience in prospect and market research in development, academic, non-profit or corporate environments. An equivalent combination of experience and education may be considered.
- Skill in navigating repositories and databases and in weighting content for strategic relevance
- Excellent written communication skills, including skill in adapting the presentation of research for different audiences
- Strong presentation and project management skills, including planning and organising
- Strong capacity in decision-making, information management, and high-quality output
- A problem-solving, results-oriented, and client-centred approach.

Advantageous:

- Knowledge of development funding environment within higher education
- Experience in conducting research on organisations and individuals to inform strategy
- An interest in the development of tailored tools for the measurement of prospect research efficacy

Responsibilities:

- Serve in an advisory capacity by communicating specialised knowledge on corporates, foundations/trusts and individuals
- Ensure the preparation of up-to-date reports on prospects and current donors for DAD and senior UCT leaders
- Coordinate the development of prospect lists on identified priority projects within DAD
- Track movement of prospect lists within fundraising team and ensure feedback is added to prospect records
- Create and monitor news alerts on key prospects, donors, and UCT alumni, forwarding these to appropriate fundraisers
- Oversee review of funding sources, including identifying giving capacity, areas of interest and affiliations.
- Manage the development of research on a prospect pool segmented according to criteria
- Scope prospects aligning to key words relating to UCT's Vision 2030 and its thematic focus areas
- Ensure the protection, consistency and integrity of data and regular, accessible storage thereof on DAD donor data base
- Procure research resources for scoring, wealth screening, research tools, and print subscriptions
- Develop prospect research strategy, annual plan for prospect research, and progress and review reports
- Devise strategies for procuring data for new profiles and updates to existing profiles from publicly available sources
- Develop strategies to harness trends, innovations, and best practices in prospect research, and build these into work
- Develop, test, and refine criteria for scoring of donor profiles and prospect wealth assessment
- Develop a monitoring system that benchmarks DAD's prospect research strategies and tracks outcomes
- Train prospect research team in good data research practices, reports, and methods
- Maintain active awareness of important news and events related to philanthropy.

The 2021 annual remuneration package, including benefits is between R520 246 and R 612 053

To apply, please e-mail the below documents in a **single pdf file** to Mr Ian Petersen at recruitment02@uct.ac.za

1. UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
2. Cover letter
3. Curriculum Vitae (CV)

Please ensure the title, followed by the reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted.

Telephone: 021 650 2163

Website: www.hr.uct.ac.za

Reference number: E210423

Closing date: 16 January 2022

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented Designated Groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.