

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**PROFESSIONAL SERVICES**  
**DEVELOPMENT AND ALUMNI RELATIONS**  
**DEVELOPMENT RESEARCH OFFICER**  
**VACANCY REF: PSX-020669**

**Salary:** £28,762 to £33,314 per annum, depending on experience

**Hours:** Full time

**Duration:** Fixed term until 31 July 2027

**Location:** Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

**Name:** Andy Palmer, Senior Development Research Officer  
**Email:** [andrew.palmer-3@manchester.ac.uk](mailto:andrew.palmer-3@manchester.ac.uk)

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**Overall purpose of the role**

Are you a curious and intuitive professional looking for a role where you can use your skills to help to raise funds for projects that change the world? How would you like to join one of the UK's most successful and dynamic university fundraising teams?

At the University of Manchester, we're looking for a new Development Research Officer to join our team. If you've a passion for creative, open-source research and a real interest in people, this could be your opportunity.

In the role you will provide accurate and appropriate information about potential donors to the University, individuals, corporations and charitable foundations worldwide. Working with colleagues, you will contribute to the identification and analysis of potential new donors to support the University's development strategy.

Working closely with front-facing fundraising colleagues, you will help develop relationships with potential new donors and suggest ways to reach and engage them. In doing so, you'll play your part in raising funds to enable a broad range of initiatives – like student scholarships, world class research and our Cultural Institutions. You will also play an important role in providing due

diligence research to ensure ethical acceptance of gifts, and you will work on initiatives to streamline and futureproof our procedures.

Highly focused, with a keen attention to detail, organisational skills, you will have excellent written and oral communication skills. Your well-honed ability to link data will be key, and you should have the determination to acquire, manage and pass on knowledge to support our fundraising and alumni relations professionals.

You'll join a friendly and high-performing Division, full of people who care deeply about what they do and ready to train you for success. Your work will have a direct, high-impact contribution to the University's goals to provide life-changing student support and to fund ground-breaking research.

As an equal opportunity employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from the Black, Asian and Minority Ethnic (BAME) community who are currently under-represented at this level in this area.

**Key responsibilities, accountabilities or duties:**

1. Help to grow the portfolio of potential major donors at all levels, using a range of public domain resources (Internet searches, electronic corporate records, press media, fundraising and other databases) and internal University records to identify and assess the capacity and propensity of potential major donors to the University, in line with the requirements of fundraising strategy.
2. Supply information in a range of formats (from detailed briefings to short biographies) to Major Gifts managers and other staff to enable them to develop relationships with existing and potential major donors and to staff managing events, and update these pieces of work as and when required.
3. Ensure that all relevant information relating to potential major donors is added to the database in a timely and accurate manner which will aid data quality in measurable ways, and in line with GDPR requirements.
4. Support and assist Major Gifts managers in the management of their portfolios of donors and potential donors, and proactively provide advice to them to help them contact, engage and involve such donors.
5. Further investigate information collected by fundraising staff about existing or potential donors (e.g. other alumni contacts, giving to other causes), and ensure that new leads are recorded and flagged for follow-up.
6. Undertake due diligence on prospective major donors (individuals, companies and trusts and foundations) and present conclusions in a balanced, comprehensible and logical report.
7. Contribute to the development and improvement of internal processes and systems.

8. Contribute to the maintenance of an up-to-date suite of research resources and materials and identify new resources.
9. Undertake other such duties as may be required from time-to-time as directed by the Senior Development Research Officer, Development Research Manager and the Deputy Director, Development Services.

**Essential knowledge, skills and experience**

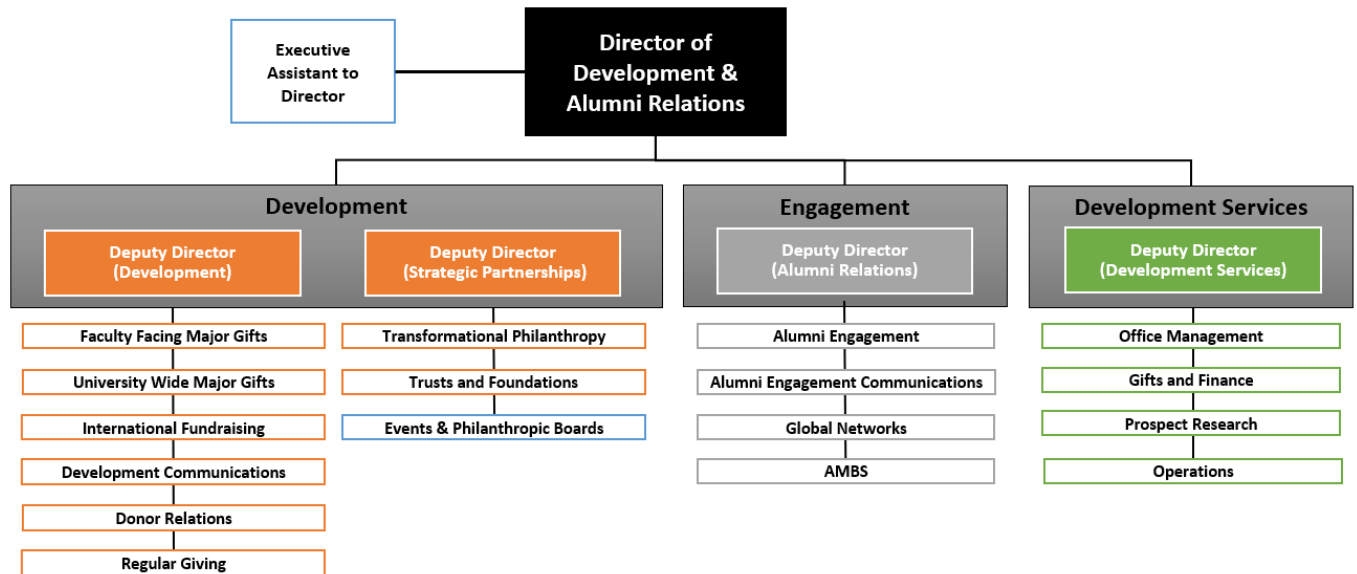
1. Have a proven track record and experience in the field of investigative, open-source research.
2. Be able to show initiative to find, assimilate, interpret and present data from a wide variety of sources for different audiences and purposes.
3. Have outstanding communication skills, especially written.
4. Be able to prioritise and manage multiple, diverse, ongoing projects.
5. Be able to work flexibly and co-operatively with others as part of a team.
6. Have a high level of computer literacy, including proficiency with all standard Microsoft Office products (Word, Excel, PowerPoint etc).

**Desirable knowledge, skills and experience**

1. Experience in a fundraising environment.
2. Knowledge of UK Data Protection regulations.
3. Knowledge of the Raiser's Edge database.

**Continued Overleaf**

## Reporting Structure for the Role



The role is part of the Prospect Research team, in the wider Development Services team (green section).

### About The University of Manchester

The University of Manchester is part of the prestigious Russell Group of universities, with outstanding facilities and the widest range of courses. Our University is highly respected as a centre of teaching excellence and innovative research.

Our vision is to be recognised globally for the excellence of our people, research, learning and innovation, and for the benefits we bring to society and the environment.

With 25 Nobel Prize winners among our current and former staff and students, we have a history of world firsts and brilliant discoveries, from splitting the atom to giving the world graphene.

We're committed to world-class research, an outstanding learning and student experience, and social responsibility in everything we do.

The University of Manchester was the first and most eminent of the civic universities, furthering the frontiers of knowledge through research and teaching, but also contributing to the well-being of its region and society more widely.

You can read more about our University vision, values and strategic plan at [www.manchester.ac.uk/discover/vision/](http://www.manchester.ac.uk/discover/vision/)

### About the Division of Development and Alumni Relations (DDAR)

In the Division of Development and Alumni Relations (DDAR), our aim is to help everyone connected to The University of Manchester to make a positive impact in the world.

- We help the brightest young people to fulfil their potential, regardless of their background.
- We help our researchers make new discoveries and breakthroughs to improve our world.
- We help alumni, donors and others to stay part of the Manchester story, wherever they might be.

The Division aims to provide an outstandingly communicative, engaging, stimulating and rewarding experience to donors and alumni who wish to play a partnership role in taking areas of shared interest forward. The University benefits from the interest and support of the UK's largest alumni community for a campus-based university, maintaining contact with over 500,000 alumni in over 190 countries.

Beyond philanthropy, we work with alumni volunteers who are engaged in programmes that bring current students and alumni together in order to enhance the student experience and take the University's commitment to Social Responsibility to new levels.

### DDAR: Our Values



Working in Development and Alumni Relations at the University of Manchester is exciting, rewarding and fun. Our four values reflect who we are, how we do things, and what we want to achieve. Underpinning everything is our drive and commitment to make a positive impact and to make a difference.

As an equal opportunity employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from the Black, Asian and Minority Ethnic (BAME) community who are currently under-represented at this level in this area.

### Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and

development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to equality of opportunity for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and a number of other practical considerations.