



UNIVERSITY OF LEEDS

CANDIDATE PACK

Research Manager

Advancement Team



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A message from the Vice-Chancellor & President

Thank you for your interest in joining the Advancement Team at the University of Leeds.

Leeds is one of the UK's largest higher education institutions, with more than 38,000 students, over 9,000 members of staff and more than 312,000 alumni from 197 countries around the world.

We recently published our 10-year strategy, 'Universal Values, Global Change'.

Built on the three pillars of culture, community and impact, this strategy sets a blueprint for a values-driven University that helps shape a better future for humanity and collaborates with others to tackle inequalities, achieve societal impact and drive change. It sets out our ambitions to create a Fairer Future for All – for our staff, our students and our wider global community.

The Advancement Team is playing a crucial role in the delivery of the University's strategy, through enhanced engagement with our alumni and supporter community.

We will build on our already successful fundraising to achieve ambitious new goals for philanthropy – creating strong

partnerships across campus and with donors, to realise shared priorities and deliver strategic impact.

I am excited about the opportunities ahead. I look forward to working with Advancement colleagues and our global alumni and donor community to help realise our vision for Leeds.

If you are inspired by our plans, and are interested in any of the many opportunities available within the team, I do hope you will apply.

Professor Simone Buitendijk



Welcome from the Head of Advancement Operations

It's a really exciting time for us as we expand our team to deliver significant philanthropic growth at the University. We look forward to welcoming new colleagues who share our excitement in the University's vision and want to contribute to its success.

Advancement Operations are key partners with Transformational and Major Giving, Regular and Leadership Giving, Fundraising Delivery and Engagement and together comprise the University's Advancement Team.

The Research Team, within Advancement Operations, is responsible for identifying and qualifying prospective transformational and major giving donors. Furthermore, we help fundraisers to maximise opportunities, assisting them with portfolio management, engagement strategies and industry sector insights. We also provide insight into wider trends in philanthropy, supporting targeted fundraising activity, and we manage all operational aspects of the University's Gift Acceptance and Naming programme, carrying out reputational analysis (or due diligence) and compiling reports.

We are a passionate, dedicated team focused on delivering ambitious philanthropic goals to advance educational and research projects which could help address global challenges and decrease inequalities. We embrace the values of equality, diversity and inclusion in our community and strive to provide an inclusive environment where everyone feels involved and supported to make a difference.

I am really proud of our team's many achievements, which include the successful delivery of the University's £100 million Making a World of Difference fundraising campaign. As we take the next step in our philanthropic journey at Leeds, we would welcome a conversation with you about the new roles in our team. If the opportunity to join us at Leeds excites you, then my colleagues and I look forward to hearing from you.

Rob Spencer

Overview of the Role

Research Manager, Advancement Team

Would you like to join a collaborative and passionate team which is raising funds to meet ambitious targets in a university committed to reducing inequality and shaping a better future for humanity?

The Research Manager is a key role with accountability for developing and delivering the philanthropy research strategy. With a proactively global remit, the role will oversee and develop a truly international and sustainable pipeline of major and transformational giving donors (individuals, foundations and corporates) to fund priority projects in support of the University Strategy. Working closely with senior fundraising colleagues, and managing a team of researchers, the post holder will develop efficient and effective donor portfolio management systems to maximise the philanthropic potential identified through the research strategy.

The Research Manager is a proactive member of various groups, working closely with other functional leads and colleagues across the team, and the wider University, to drive our progress towards becoming a 'fundraising university'.

The role is also responsible for all operational aspects of the University's [Gift Acceptance and Naming programme](#), including investigative due diligence, operating procedures and reporting, serving as a committee member and main point of contact for all members of the Gift Acceptance Committee.

In order to be successful in this role, you will be enterprising, agile and flexible with a proven track record in effective leadership, developing strategy and delivering on targets. Furthermore you will have experience of



philanthropy (or similar) research, investigative due diligence, delivering a sustainable pipeline of investors or major philanthropists and have the ability to lead and motivate a team of researchers.

Main responsibilities

Developing and delivering a donor research strategy

- Work with the Head of Advancement Operations to define, own and develop the Advancement research strategy, aligning this to wider philanthropy and engagement objectives, in consultation with the Advancement Leadership Team.
- Deliver a truly international pipeline of prospective donors capable of making major (£25,000-£1m) and transformational (£1m+) gifts in order to support sustainable increase in donation income.
- Carry out research into philanthropic giving trends, providing insights to inform research and fundraising strategies; work with senior fundraising colleague(s) to analyse the philanthropic potential for new fundraising propositions.
- Establish the role research plays in other departmental programmes, such as Leadership Giving and Volunteering, and ensure provision of the required support.
- Manage all operational aspects of the University's Gift Acceptance and Naming programme, serving as an in-attendance member of the Gift Acceptance Committee.

Pipeline, planning and portfolio management

- Work with senior fundraising leadership on the management of their donor portfolios, helping to develop successful engagement strategies that maximise portfolio values.
- In collaboration with senior fundraising colleague(s), develop and manage an effective donor portfolio management system and associated protocols, processes and reporting, that collectively inform and monitor research and fundraising KPIs, to support successful delivery of strategic aims.

Relationship and team management

- Develop and maintain strong networks and productive relationships with colleagues across campus, as well as peers working in philanthropy, to share and adopt best practice, deliver access to key University resources and promote the work of the Advancement Team.
- Work with colleagues across Advancement and the wider University to ensure the research function balances donor research activity both proactively in line with internal needs and plans, and reactively in response to external leads and opportunities.
- Collaborate across Advancement to create, promote and embed a one-team approach to achieving departmental objectives.
- Act as the Advancement subject matter expert on all aspects of donor research, including data protection considerations, and associated internal procedures.
- Manage, motivate and drive the Research Team to maintain high levels of performance; set and monitor individual staff targets, objectives and KPI's; identify development needs and provide the appropriate support.
- Work with the Head of Advancement Operations to manage team structure and resources including division of responsibilities, recruitment, non-staff cost budgeting, vendor selection and relationships.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

As Research Manager you will have:

- Proven track record in effective leadership of a team and function, highly skilled in departmental and organisation-wide collaboration and communication, with a clear understanding of wider departmental objectives and requirements;
- Experience of developing strategy and delivering against goals through enablement, ambition, focus and drive; a solution-driven problem solver with the agility, flexibility and enterprise to respond and adapt to changing needs and priorities;
- Experience in the field of philanthropy (or similar) research and investigative due diligence, including analysis of public filings and associated resources;
- Experience of delivering a sustainable pipeline of investors or major philanthropists including individuals and organisations;
- Demonstrable understanding of how research and insight can inform strategies to engage potential supporters.

Desirable

- Experience of long-term resource planning, including recruitment, expenditure and vendor management.

Key Attributes

- Ability to develop strong, productive relationships with key institutional and external stakeholders to promote best practice and further departmental objectives;
- Excellent written and oral communication skills with the ability to judge the right level and format of information required for different purposes and different audiences, including senior institutional leaders;
- Demonstrable understanding of data protection laws & regulations and how to apply these appropriately within a philanthropy context;
- Experience of developing internal systems, protocols and reporting to monitor performance and promote success.



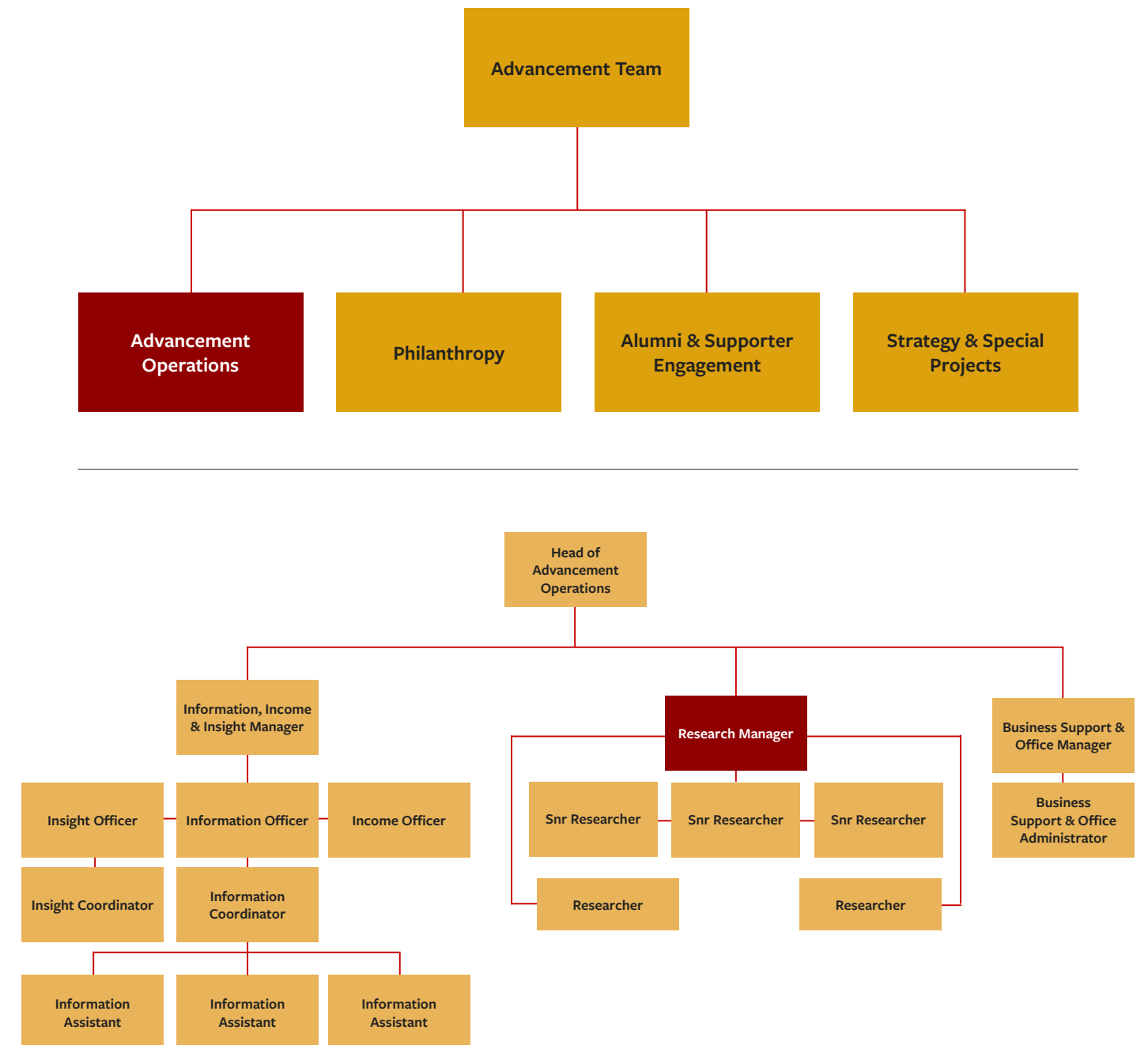
Our Culture



Here at the University of Leeds, the way we work together is shaped by our values of academic excellence, community, professionalism and integrity. We are committed to providing a culture of inclusion, openness, respect and equality of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world.

Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

Organisational Chart



Our Benefits



We are a large and diverse organisation – with more than 9,000 staff from more than 100 different countries, and one of the largest employers in Leeds. We offer a range of generous benefits for our employees, which include:

- ✓ **26 days holiday plus 16 Bank Holidays/days that the University is closed by custom (including Christmas) – which is over 40 days a year**
- ✓ **Pension benefits and maternity, paternity and adoption leave**
- ✓ **On-campus childcare facilities**
- ✓ **Flexible working opportunities – not every job needs to be in the office 5 days a week**
- ✓ **A range of wellbeing services, including discounted healthcare**
- ✓ **A raft of offers for shopping and leisure**
- ✓ **Travel discounts and sustainable Cycle to Work scheme.**

How to apply

Valued Recruitment is working exclusively with the University of Leeds to recruit for their growing Advancement Team. We are an ethical recruitment company, intent on hiring inclusively and transparently.

The closing date for this role is Thursday 29th June.

Please note that there will be a one stage interview process due to take place w/c 3rd July. There will be the option to interview in person or virtually.

To apply, we welcome a CV and a 1-2 page covering letter detailing your interest in the role.

Please send this to anna@youarevalued.co.uk

Accessibility is incredibly important to us here at Valued Recruitment and at the University of Leeds. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process

Terms and Conditions

- **Contract – Permanent Role**
- **Salary – Grade 7 (£36,333- £43,155 p.a. discretionary £44,414 - £47,047 for exceptional performance)**
- **Reporting to – Head of Advancement Operations**
- **Hours – Full time with scope for flexible working. The role is campus based but with the opportunity for hybrid working.**