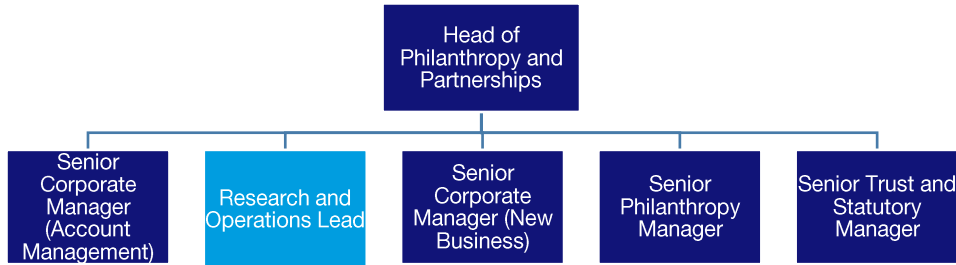
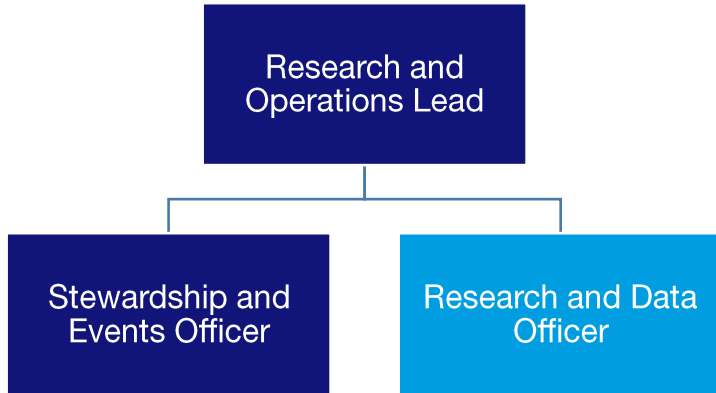


<p>Job Title Research and Data Officer</p>	<p>Directorate and team This role sits in the Philanthropy and Partnerships Team in Engagement and Fundraising</p>
<p>Key focus of the role You will play a key role in helping to identify potential donors and other key influencers who can help Diabetes UK achieve its strategic objectives. Working across the Philanthropy and Partnerships team you will conduct research on prospective and current major donor, corporate and trust supporters, and produce profiles and due diligence screening, in line with GDPR regulations.</p> <p>You will support the development of the donor pipeline within the three areas of fundraising, ensuring data quality and monitoring a database of donors. Finally, you will liaise with colleagues across the organisation to produce reports and fundraising analysis, as well as supporting with the implementation of GDPR.</p>	 <pre> graph TD HPP[Head of Philanthropy and Partnerships] --> SCMA[Senior Corporate Manager (Account Management)] HPP --> ROL[Research and Operations Lead] HPP --> SCMB[Senior Corporate Manager (New Business)] HPP --> SPM[Senior Philanthropy Manager] HPP --> STSM[Senior Trust and Statutory Manager] style ROL fill:#00AEEF,color:#fff </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> Conduct prospect research and due diligence screenings, and support the team with moves management, prospect pipeline and donor development Ensure data quality, maintaining a database of donors and be responsible for reports and fundraising analysis for the Philanthropy and Partnerships team. Ensure current material held and activities performed across the team are in line with current data protection regulation and fundraising code of practice 	<p>Job and reporting Line</p>  <pre> graph TD ROL[Research and Operations Lead] --> SEO[Stewardship and Events Officer] ROL --> RDO[Research and Data Officer] style RDO fill:#00AEEF,color:#fff </pre>
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Permanent Hours: 35 Pay range: Band: 6 	
<p>Key working relationships internal Philanthropy and Partnerships team and key teams across the organisation such as Business Support, Supporter Services, Finance, Legal and IT.</p>	
<p>Key working relationships external Agencies, Consultants and Service Providers as required</p>	

All jobs at Diabetes UK are based on a 10-factor competency framework called the **What-How Framework**. We've listed the key activities you'll undertake and the skills, knowledge and behaviours you need to be successful in this role. We've summarised these using four key competency areas in each section, however once appointed, you are expected to meet the requirements of all 10 factors. We'll explain this to you during your induction period. All elements listed below are essential requirements unless shown as (desirable).

Key activities – What you need to do

Delivering Objectives	Collaborating with others	Improving Delivery	Managing Resources
<ol style="list-style-type: none"> 1. Proactively identify new prospects, in particular, in relation to key business sectors or funding opportunities. Conduct horizon scanning and support the wider team prioritise new business activities withing their plan 2. Manage internal systems for the storage of profile and due diligence screening, adhering to data protection guidelines and ensuring consistency and integrity of research and data entry 3. Conduct due diligence screenings as appropriate and to support the approval processes, ensuring compliance with our policies 4. Work with the Research and Operations Lead to develop and maintain business rules and monitor activities across the Philanthropy and Partnerships team to ensure compliance with the GDPR, the fundraising Code of Practice and all other legal and regulatory requirements 	<ol style="list-style-type: none"> 5. Implement a tracking system for existing donors and top prospects and make recommendations towards donor development 6. Work with fundraising teams to ensure lists of top prospects are shared with senior colleagues and relevant teams 7. Work with the Business Support Team to conduct analysis and gather insight on existing contacts in order to identify potential opportunities 8. Support the Stewardship and Events Officer and the wider team with the provision of data and management of guestlists for events 	<ol style="list-style-type: none"> 9. Maintain prospect research protocol to ensure that the acquisition, storage and use of research data complies with the GDPR and other legal and regulatory requirement, and respects confidentiality and privacy 10. Ensure team KPIs are collected and reported back to key stakeholders on a monthly basis 11. Work with colleagues in the Research and Operations team to provide information, data selections and report to support the implementation of donor recognition plans 12. Review on an ongoing basis media activity and changing business practices in relation to existing donors, in order to manage risk and ensure proper stewardship/partnership renewal 	<ol style="list-style-type: none"> 13. Use financial, biographical, corporate and philanthropic information from a wide variety of sources to produce in depth profiles on corporate, individual and foundations 14. Produce reports as appropriate to support pipeline reporting and moves management 15. Embed best practice use of the database within the team, developing tools to analyse and review our prospect pool 16. Support with relevant team administration and with any other duties commensurate with the role that may reasonably be required

Skills, knowledge and behaviours – How you need to do it

Delivering Objectives	Managing Resources	Managing Self	Improving Delivery
<ol style="list-style-type: none"> 1. Experience in conducting prospect research, including new business prospecting, full research profiles and due diligence screenings for corporate, trust and individual supporters 2. Excellent knowledge of the current General Data Protection Regulation and Fundraising Code of Practice 3. Full IT literacy, including excellent knowledge of MS Excel, ability to use a CRM system and to maintain information systems 	<ol style="list-style-type: none"> 4. Excellent ability to summarise significant amount of data and present information in a clear and concise manner 5. Experience of fundraising processes, donor relations and mechanism of high value fundraising 6. Desirable experience using a CARE CRM system 	<ol style="list-style-type: none"> 7. Methodical approach to work and excellent time-management and organisation skills, with the ability to work independently 8. Working collaboratively with colleagues across various departments and helping the team to achieve its goals 	<ol style="list-style-type: none"> 9. Excellent analytical and research skills with the ability to read and analyse significant amount of data 10. Knowledge of high value audience and clear understanding of corporate and philanthropic giving 11. Desirable experience in working in a busy High Value Fundraising Team

Qualifications – Qualifications you need to carry out this role

n/a