



Head of Research & Prospect Management



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Inspiring Generations

Trinity College Dublin



Contents

- 03 Letter from the Chief Advancement Officer
- 04 Trinity College Dublin, the University of Dublin
- 06 Philanthropy Transforming Trinity
- 08 Trinity Development & Alumni
- 09 The Role
- 10 Person Specification
- 11 Application and Appointment Process

Letter from the Chief Advancement Officer

Trinity Development & Alumni (TDA) is recruiting a Head of Research & Prospect Management to support the fundraising team in securing donations for the university's philanthropic priorities by proactively identifying and qualifying new leads, exploring the existing pipeline and tracking philanthropic opportunities.



As Ireland's leading university, Trinity College Dublin educates the graduates who drive growth and creativity, and it pioneers the research that transforms lives. Here in TDA, we play a vital role in ensuring that the University has the resources needed to deliver on its mission in education and research and that it stays connected to its 140,000 global alumni. Our work is multifaceted: from building bespoke donor relationships and launching global philanthropic campaigns, to organising myriad alumni and donor events (on campus, abroad and online); from publishing journals and newsletters to collaborating with alumni chapters around the world. At the core of our work is building relations with donors, supporters, alumni and friends.

Following the success of *Inspiring Generations*, the largest philanthropic campaign ever launched in the island of Ireland, Trinity is today ranked in the top seven most philanthropically successful universities in the UK and Ireland. As our Head of Research & Prospect Management, you will be responsible for the identification of alumni, philanthropic individuals, trusts, foundations and corporations as potential prospects that align with the College's strategic priorities to grow our high-value pipeline. You will also have overall responsibility for overseeing philanthropic ethical due diligence processes. You will have an in-depth understanding of the principles of philanthropy fundraising and donor motivations and you will use this to inform your research practices.

Here at Trinity Development & Alumni, we are a team of over fifty passionate professionals working across fundraising (both major gift and regular giving), alumni relations, marketing, database and finance in a fast-paced office where every day is different. We would love to welcome you as an experienced researcher, with a data-driven approach to decision-making and excellent communication and interpersonal skills. This is an opportunity to join a leading advancement office and to contribute to the success of one of the world's oldest and greatest universities. I look forward to what you will bring to our team and to working with you to support Trinity in delivering on its strategic mission which is so vital to Ireland, to global research, and to the happiness and success of our young people.

Kate Bond, Chief Advancement Officer



Trinity College Dublin, the University of Dublin

Trinity College Dublin, the University of Dublin is Ireland's leading university and the only one in the global 100 (ranked 81st in the world, *QS Rankings 2024*). Founded in 1592 and located in an iconic campus in Dublin city centre, Trinity combines respect for heritage with a focus on innovation, creativity and sustainability.

With 24 academic schools, Trinity educates 22,000 undergraduate and postgraduate students across all the major disciplines in arts and humanities, science and engineering, and health sciences. The only Irish member of the prestigious League of 23 European Research Universities (LERU), Trinity educates for the ever-changing challenges of the 21st century workplace and ranks 1st in Ireland and 91st in the world for Graduate Employability and is in the top percentile for international faculty ratio (99.8) and international student ratio (92.5, *QS Rankings 2024*).

The university generates a fifth of all Irish spin-out companies, in areas as diverse as medical devices, computer gaming, new materials, agri-food, and social enterprise. Strategic emphasis on innovation and entrepreneurship, including incubation programmes for student-led companies, has helped position Trinity as one of Europe's leading universities for producing venture backed entrepreneurs. The university also contributes to Ireland's distinctive reputation for creative innovation by acting as a creative arts catalyst in Dublin and Ireland and educating for creativity through the Lir Academy of Dramatic Art, the Oscar Wilde Centre for Creative Writing, the M.Phil in Music and Media Technologies and other initiatives.

Trinity is a diverse, vibrant, multicultural community with staff and students hailing from over 140 countries and more than a quarter coming from outside Ireland. Recognised as a world leader in improving access and inclusion for under-represented groups, the university recently piloted the Trinity Access Foundation Year to the universities of Oxford and Cambridge. Our current *Strategy 2020-25 'Community and Connection'* names inclusivity as one of Trinity's five core values and identifies equality, diversity and inclusion as fundamental to the ethos and practice in all aspects of university life. We hold an institutional Silver Athena SWAN award for gender equality, with two Schools (Chemistry and Natural Sciences) having secured Silver and 16 Schools Bronze Athena Swan awards.

Trinity is a Green Campus committed to furthering the UN Sustainable Development Goals through embedding sustainable best-practice in all aspects of the university, including governance, education, research and day-to-day activities. Wilding the campus, eliminating single-use plastic, reducing waste and ensuring that all capital development projects adopt a sustainable, low carbon, phased approach, are some of the ways that we are delivering on these goals. The creation of new academic posts and PhD scholarships in emerging areas such as AI, Climate Science and Intelligent Systems and Smart Cities, is driving the research required to find sustainable solutions for a better world.

Trinity Library is one of just six legal deposit libraries in the UK and Ireland and, with over six million printed volumes and half a million maps, it is one of the great research libraries of the world. The Old Library, built in 1711 and currently undergoing significant renovation, is home to the Book of Kells (a UNESCO Memory of the World), as well as to other internationally significant holdings in manuscripts, maps and early printed material.

Trinity has produced some of the world's finest and most enquiring minds including the writers Oscar Wilde, Samuel Beckett (Nobel laureate), Eavan Boland and Sally Rooney; the scientists William Rowan Hamilton, Ernest Walton (Nobel laureate) and William C. Campbell (Nobel laureate); the political thinker Edmund Burke, and the former President of Ireland and UNHCR Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.





Philanthropy Transforming Trinity

Trinity is a philanthropic university, which is today ranked in the top seven most philanthropically successful universities in the UK and Ireland. Since its foundation in 1592, Trinity has benefitted from generous benefaction which has transformed education, research and opportunity in Dublin and Ireland – from the Erasmus Smith Trust which funded fellowships, professorships and student grants in the 18th century, to Chuck Feeney’s endowment (through Atlantic Philanthropies) in the 21st century which established the Global Brain Health Institute as a partnership between Trinity and the University of California to tackle dementia.

Our graduates through the ages have engaged deeply with their alma mater: the college tercentenary celebrations in 1892 included a graduate appeal which enabled the construction of the Graduate Memorial Building (GMB) where student societies are still housed, while in the 1950s graduates from all over the world gave generously to an appeal to build the iconic Koralek Library, a masterpiece of Irish modernism, and this included Samuel Beckett donating royalties from his play ‘Krapp’s Last Tape’.



In 1994 the university established Trinity Foundation as a dedicated fundraising agency and charitable trust. In 2014 this was rebranded as Trinity Development & Alumni (TDA) to reflect the importance of our graduates to our philanthropic initiatives. Together with the global association of Trinity Business Alumni, TDA was instrumental in raising donations for the Trinity Business School, which opened in 2019 and is considered a landmark initiative in terms of using private donations to leverage state funding.

TDA launched Inspiring Generations, the Campaign for Trinity, in 2019, and two years later delivered its ambitious targets of raising €400m in donations and garnering 150,000 hours of volunteering. The largest philanthropic campaign ever launched on the island of Ireland, Inspiring Generations deeply engaged our whole global community of alumni and friends, and it is enabling the university to advance current strategic priorities including the Trinity St James's Cancer Institute, a new Trinity Law School, the redevelopment of the Old Library, and E3, our landmark initiative to develop sustainable solutions across engineering, the environment and emerging technologies. All priority projects are underpinned by the funding of student scholarships and research fellowships to bring talent to the university.

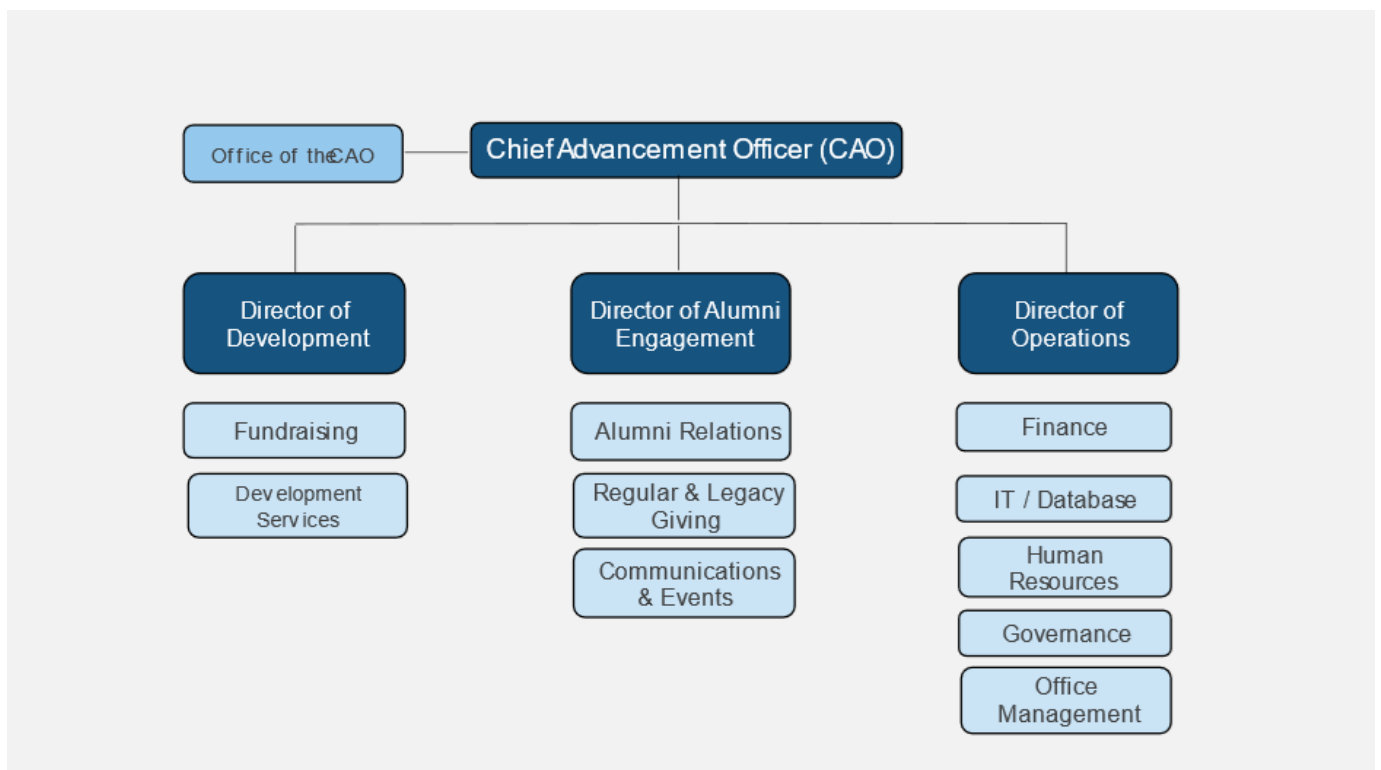
Trinity is now seeking to build on the phenomenal success of Inspiring Generations and is excited to be working with stakeholders, including graduates, businesses, cultural and research communities and philanthropic trusts in Ireland and round the world, to raise support for transformative initiatives that will inspire new generations of students and researchers.

Trinity Development & Alumni

Trinity Development & Alumni (TDA) is at the heart of Trinity in every sense: located in Front Square, we are the interface between the University and its alumni, donors and friends. TDA was set up in 1994 to carry out the development (fundraising) and alumni relations activities on behalf of the University. With 50 staff working across various functions — fundraising, alumni relations, communications and events, database, finance, and administration — we are a fast-paced office and a crucial support to the University in delivering on its strategic mission. TDA raises on average c. €35m each year in philanthropic funding, ranking us in the top seven most philanthropically successful universities in the UK and Ireland.

As the Head of Research and Prospect Management, you will lead the strategic process of identifying and qualifying potential donors to support the fundraising objectives of the College. You will utilise internal data as well as external insights to identify potential prospects with the capacity and propensity to give to the University, helping fuel the pipeline of potential donors, and respond to potential connections offered by staff and senior volunteers.

Reporting to the Deputy Director of Development Services, you will oversee the philanthropic ethical due diligence processes in accordance with the University’s Gift Acceptance Policy. You will lead the day-to-day operations of the Research & Prospect Management team providing supervision and support to the team as they achieve their individual and collective goals.





The Role

Post Title: Head of Research & Prospect Management
Status: Permanent
Company: Trinity Development & Alumni
Location: Trinity College, Dublin 2

The responsibilities specified below are not intended to be exclusive and flexibility in the allocation of specific duties will be required.

Key Responsibilities

- Lead the strategic process of identifying, qualifying and tracking potential donors to support the fundraising objectives of the College.
- Oversee the philanthropic ethical due diligence processes in accordance with the University's Gift Acceptance Policy.
- Provide advice, guidance and training on prospect research and identification and prospect management matters. Build and maintain a strong sector network and awareness of innovation and best practice across Research & Prospect Management and stay informed about philanthropic trends in the third-level sector.

Strategic Management

- Actively qualify, research and build comprehensive profiles for prospects and donors.
- Ensure the prospect pipeline is sufficiently robust to match the philanthropic expectations of the University.
- Use both standard and novel prospect research techniques and tools.
- Oversee production of and produce targeted research briefs, capacity estimates and other research outputs to influence prospect cultivation and solicitation plans.
- Undertake research, due diligence and prospect identification work as required, in particular take responsibility for the more complex tasks undertaken by the team. Review national and international news media, keeping abreast of prospect information, local and regional business developments and economic trends.

Research & Project Management

- Collaborate with major gift fundraisers to identify opportunities and develop their individual portfolios.
- Work with the Regular Giving team to identify major gift prospects in regular giving, mid-level and legacy pipeline.
- Collaborate with the Business Intelligence and IT Systems Support team on the development and integration of a propensity model.
- Working with the Business Intelligence and IT Systems Support team, assess current pipeline reporting to enhance insights, implement continuous improvements and inform fundraising strategy.
- Collaborate with other colleagues across TDA – e.g., Alumni Relations, Regular Giving, Communications & Events – to ensure that the prospect identification policy is followed.

Operational Leadership

- Manage, support, and develop the research and prospect management team by setting clear goals and workplans, and identifying appropriate training to ensure professional development and quality standards are achieved.
- Ensure successful implementation of prospect research and prospect management strategy through development of annual plans, targets and performance standards within the team.
- Ensure accurate records are maintained in the CRM database, embed best practice in CRM usage and develop processes to effectively manage the prospect pipeline.
- Liaise with the Business Intelligence and IT Systems Support team on data management and compliance with data legislations such as GDPR.
- Prepare regular reports for TDA's senior management team across all programmes.
- Undertake other such duties as may be required from time-to-time by the Director of Development and Deputy Director of Development Services.

Key Relationships

You will be engaging proactively with a range of internal and external stakeholders, including College academics and management, fundraising colleagues, donors, alumni, volunteers and friends of Trinity.

Person Specification

Qualifications and Experience

- Degree or professional qualification in a relevant subject plus experience in a research, prospect management or fundraising operations role.
- At least eight years' experience in a research or research-related environment.
- Experience with information resources and publications, including fundraising databases, on-line tools and databases.
- Experience of leading and motivating a team to successfully achieve their collective and individual targets.
- Demonstratable experience of managing workloads and prioritising competing projects using initiative and judgement without recourse to seniors.
- Understanding of, and passion for, the role and value of a university in society.

Skills and Knowledge

- Ability to interpret, analyse and summarise detailed biographical, business and financial data.
- Proficiency in locating and collating material from multiple sources.
- Well-developed sense of curiosity, ingenuity, perseverance and good judgment.
- Evidence of strong interpersonal skills and ability to work with others and engage with colleagues and other College groups.
- Motivated, flexible and able to use own initiative in a busy working environment.
- Ability to handle confidential or sensitive information.
- An interest in, and understanding of, major gift fundraising, philanthropic trends, and researching major gift prospects.
- Professional knowledge of standard software packages.

No candidate will meet every single desired qualification we have listed above. If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you.



What We Can Offer You

You will be offered an attractive benefits package which includes 28 days annual leave, annual salary increments, hybrid working, and a generous contribution to TDA's pension scheme (providing for pension, life assurance and prolonged disability pension), in a supportive, inclusive, and collaborative team environment. For more information visit <https://www.tcd.ie/alumni/about-us/careers/>

Application and Appointment Process

To apply submit a comprehensive curriculum vitae (CV) along with a covering letter (maximum one page) outlining how your experience and skills fit the role to [Roger Duffy](#), Sigmar Executive Search Consultant.

A candidate list will be presented to the Interview Panel and shortlisted candidates will be invited for a First-Round interview online. Candidates invited for a Second-Round interview will be expected to attend in-person and complete a series of competency assessments. Interviews will commence in March 2024.

Further Information contact Roger Duffy, Mobile: + 353 87 952 6489; Email: rduffy@sigmar.ie.



Roger Duffy
13 Hume Street
D02 F861

+353 87 952 6489

Sigmar 
Recruitment