Research Associate, Oxford

Fixed term contract – 2 years, with the possibility of extension

Salary range £26,000-£32,000, depending on experience

Background

The mission of the Rhodes Trust is to identify and develop remarkable people, bring leaders together around the world, and actively support lifelong fellowship. The Rhodes Scholarships are postgraduate awards supporting outstanding students from around the world for graduate study at the University of Oxford. One hundred Scholars are selected annually on the basis of outstanding intellect, character, leadership, and commitment to service. Rhodes House is also home to the Schmidt Science Fellows, in partnership with the Rhodes Trust (schmidtsciencefellows.org), and the Atlantic Institute (atlanticfellows.org/atlantic-institute).

As an employer, Rhodes House seeks to provide a supportive and nurturing environment for employees who are dedicated to the Scholars – past, present, and future – and to the enduring spirit of the Rhodes Scholarships.

We are currently seeking a Research Associate to join our busy Global Engagement team. The team is responsible for building increased engagement of Rhodes alumni and friends, as well as cultivating and sustaining £1M in annual donations to the Scholars Fund and £20M annually in capital campaign contributions for Scholarship expansion and other strategic projects.

The Research Associate will help provide a high-quality in-house research service to the senior leadership team and the Warden (CEO) of the Trust. The Research Associate will report to the Research Officer, work closely with the six-person major gift team located in the UK, Canada, Australia and the United States, and gain first-hand knowledge and experience working as an in-house research professional for a highly regarded educational charity.

Ideally, you will possess a strong mix of skills and experience in research, strategic thinking and written and verbal communication. You will be expected to work proactively on your own initiative, be highly responsive to requests in a fast-moving environment and be a natural team player.

Key responsibilities – how you will contribute

1. Provide a high-quality in-house research service to the Development Team and senior leaders including the Warden (CEO) of the Trust, and Trustees, as required

2. Contribute to the proactive identification of potential major donors and partners to the Rhodes Trust including alumni, individuals, foundations and corporates

3. Deliver a pipeline of briefing materials for the Warden (CEO) and senior leadership team to support key fundraising and stakeholder meetings, events and overseas travel itineraries as requested

4. Assist with compiling and managing a portfolio of additional research materials and projects, including profiles, network mapping, philanthropy reports, and targeted analysis, as well as country-specific content to support the Trust’s fundraising efforts in different geographies. There is scope for the successful candidate to assume responsibility for the research output of a specific geographic fundraising campaign

5. Record and manage prospect and stakeholder data using the Trust’s CRM database
The duties of the Associate role are broad and varied, including:

**Proactive & exploratory research**
- Identify prospective Rhodes alumni donors using the Trust’s CRM database and provide the major gift fundraisers with concise and insightful information to inform strategic approaches.
- Identify prospective non-Scholar donors and partners worldwide, with an emphasis on utilising the extensive network of contacts of Rhodes Trustees, senior Scholars and donors to map connections, shared interests and engagement strategies.
- Use a broad spectrum of public domain sources to investigate and analyse philanthropic trends and insights for potential relevance and impact on Rhodes Trust activity.
- Develop and review a pipeline of prospects and contribute to major gift team meetings and the solicitation planning process to ensure that relationships are being maximised.
- Provide contextual research on the global philanthropic landscape and support for higher education causes.

**Compiling research & preparing materials**
- Work with the Warden’s Executive Assistant to provide briefings for the Warden in advance of her meeting schedule and international travel covering alumni, donors, prospects, partners and stakeholders.
- Prepare a variety of reports, profiles and materials appropriate for different contexts and requirements, from short concise summaries to in-depth studies and comprehensive analysis.
- Monitor news about Rhodes Trust key donors and prospects and highlight pertinent information to colleagues as appropriate.

**Recording & managing fundraising data**
- Ensure up-to-date and accurate research about fundraising prospects is stored on the CRM database.
- Work proactively with the Development Team and house-wide to ensure the most efficient processes for knowledge management and use of the CRM database are in place and being followed.
- Extract data from the CRM database to produce prospect reports and analysis.
- Adhere to and maintain the Trust’s knowledge management protocol and policy in respect of data protection & GDPR legislation.

**Experience, skills and professional attributes – the ideal skills for this role are:**
- Proactive, reliable and responsible with excellent written communication skills and an emphasis on attention to detail and accuracy; ideally previous experience in a research-focused role.
- Ability to use initiative and creatively source information to identify opportunities and map connections.
- Strong organisational skills and an ability to plan ahead and deliver work within tight deadlines.
- Ability to keep information confidential and exercise discretion.
- Experience of accurate data entry and record maintenance; good working knowledge of a CRM system and competency in creating and running reports from a database.
- Excellent IT skills, including experience with Microsoft packages (Word, Excel, PowerPoint & Outlook).
- A self-starter with a positive and professional approach.
- An interest in the educational sector.

**Start date**

We are looking for the job-holder to start as soon as possible.
Terms of appointment

Subject to a satisfactory probationary period of 3 months, this is a fixed term role for 2 years with the possibility of extension. Note that applicants must be eligible to work in the UK. The need may occasionally arise for additional hours to be worked. Time off in lieu may be arranged with the line manager as appropriate.

The Rhodes Trust participates in the USS pension scheme, enrolls staff for private health insurance on successful completion of probation and offers 25 days’ leave plus public holidays each year.

TO APPLY

Please send your curriculum vitae (not longer than 3 pages) plus a covering letter (no longer than 2 pages) and the contact details of at least two referees (these will not be contacted without applicant’s permission), to hr.manager@rhodeshouse.ox.ac.uk. The closing date for applications is 4pm on Friday 22 November and interviews will be held at Rhodes House on Wednesday 4 December.

Enquiries about the vacancy can be directed to the Research Officer, Sophie Buchanan: sophie.buchanan@rhodeshouse.ox.ac.uk; 07879 815 577.

Please visit our website www.rhodeshouse.ox.ac.uk to learn more about the Rhodes Trust.

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