

Position Title	Donor and Prospect Intelligence Officer
Group/Portfolio	Advancement
Classification	HEW 6
Position Number	00058360
Reports To	Donor Engagement Manager
Employment Type	Continuing

1.0 Position Purpose

Working under the general direction of the Donor Engagement Manager within Advancement Services, and in collaboration with the Donor and Prospect Engagement Advisor, this role is responsible for delivering high-quality prospect research, donor and prospect insights, and data management that support strategic fundraising and engagement activity. The Donor and Prospect Intelligence Officer contributes to effective portfolio and pipeline optimisation, ensuring fundraisers have accurate, timely, and actionable information to guide their work. The role also supports the development of donor and prospect reporting, trends analysis, and information management initiatives that strengthen decision-making to support the attraction of philanthropic funding.

2.0 Eligibility Requirements

A tertiary degree in a relevant area and a minimum of three years' relevant experience in the fundraising or marketing sector, and/or an equivalent combination of education, training and experience.

3.0 Key Responsibilities

- Undertake high-quality prospect and donor research to support strategic fundraising priorities and inform engagement activity.
- Identify and assess prospective major gift, alumni, and bequest donors to strengthen the University's philanthropic pipeline.
- Prepare clear, accurate and actionable research briefs and updates for fundraisers, senior staff and key events.
- Leverage data, analytics and emerging AI-enabled tools to synthesise information, build and maintain reports and dashboards (including within Salesforce and linked reporting platforms), and translate complex data into clear, actionable insights that support fundraising strategy and decision-making.

- Contribute to the effective management and optimisation of fundraising portfolios and the major gift pipeline through the provision of data-driven insights and analysis.
- Maintain accurate and current donor and prospect information within the CRM and support data quality, reporting and information management initiatives.
- Work collaboratively with key internal stakeholders to support strategic priorities.
- May be required to take on other responsibilities commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Demonstrate the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the 'Self' section of our [Capability Development Framework](#).