THE PRINCE’S TRUST JOB DESCRIPTION

JOB TITLE: Prospect Development Manager

LOCATION: Any Prince’s Trust Office

RESPONSIBLE TO: Head of Prospect Development

RESPONSIBLE FOR: Prospect Development Executive

BAND: 4

Youth charity The Prince’s Trust believes that every young person should have the chance to succeed. It supports 11 to 30 year-olds who are unemployed or struggling at school to transform their lives. Over the last 41 years we have supported nearly 1m young people move forward in their lives.

In order to carry out this work The Trust needs to raise £73.6m. Our income is mainly drawn from 3 key fundraising areas:

- Partnerships (Government and Corporate)
- Philanthropy
- Events and Individuals

As an organisation we have big growth ambitions to reach another one million young people over the next 10 years and to achieve this, we will need to develop our fundraising strategy to raise an extra £10m per year.

This role will have the responsible for developing and implementing the prospect research strategy that will enable us to grow our philanthropy income. They will identify and manage our top philanthropy prospect pipeline, monitoring and driving the performance and quality of our philanthropy pipelines across the UK.

KEY CONTACTS: Philanthropy Team, Fundraising Performance and Operations, Fundraising Leadership Group, Events and Individual Fundraising Team, Senior Volunteer Committees

SUCCESS CRITERIA:

1. Develop and implement a prospect research strategy, alongside the Philanthropy Leadership Team, that underpins and enables The Trust to significant grow income from philanthropists across the UK

2. Work with senior colleagues, volunteers and boards to identify and manage The Trust’s pipeline of top philanthropy prospects, driving improved pipeline performance by delivering reporting and analysis on the quality of our philanthropy pipelines, identifying areas of risks and opportunity

3. Work closely with Prospect Development colleagues and the wider Fundraising Performance and Operations team to ensure our data, processes, tools and resources are facilitating excellent prospect identification, development and management

4. Proactively support, train and guide the philanthropy team in delivering quality, compliant prospect research, including implementing our approach to due diligence and ethical fundraising, identifying and carrying out specific risk assessments where required

5. Manage the Prospect Development Executive and a workflow of philanthropy prospect research from across the UK.

PERSON SPECIFICATION

1. Skills and Knowledge
THE PRINCE’S TRUST JOB DESCRIPTION

- Excellent knowledge of the principles of philanthropy fundraising and the role of prospect research or development
- Excellent research and analytical skills with the tenacity to seek information about donors and projects
- Interpersonal skills, with an ability to relate to a wide range of people including individuals at senior level
- Ability to work proactively and as part of an integrated fundraising team and a matrix management environment
- Data management and analysis skills; highly accurate, ability to distil and process information into key points, including making data analysis and reporting easily understood and visual
- Exceptional communication skills: verbal, written (including ability to develop detailed profiles, reports, proposals and budgets), telephone and presentation.
- Highly organised, ability to manage own work load, plan ahead, effectively manage multiple tasks and prioritise

2. Experience

- Experience of establishing and or implementing a prospect research / development strategy using appropriate tools and processes
- Proven experience of conducting prospect management and research leading to funding success
- Demonstrable experience of providing high quality research, including writing reports and proposals.
- In-depth knowledge of philanthropy fundraising approach
- Experience in a relevant fundraising, charity or research environment
- Demonstrable experience of managing multiple deadlines and projects / effective time management
- Experience of working with influential individuals at a senior level
- Experience of using databases, e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail
- Experience of using a CRM system such as Raiser’s Edge

3. Behaviour Indicators

Delivering Results
Delivers great outcomes through our vision and strategy, effectively planning and meeting targets. Makes effective, data-driven decisions.

Core Behavioural Descriptor – Sets quality standards and challenges others, if necessary, to maintain them.

Leading by Example
Is an inspiring role model for others, building trust and living our Values; always keeps young people at the centre of what we do.

Core Behavioural Descriptor – Instils trust in others through consistency, professionalism and being accountable for the team success

Continuous Improvement
Consistently seeks to improve how we do things to achieve better outcomes for young people. Embraces change and innovation.

Core Behavioural Descriptor – Takes an entrepreneurial approach to improving how we do things, supporting others to innovate

Effective Communication
Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them.

Core Behavioural Descriptor – Effectively communicates information throughout the Trust

One Team
THE PRINCE’S TRUST JOB DESCRIPTION

Works with others as one team, actively collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise.

Core Behavioural Descriptor – Effectively manages relationships with multiple stakeholders, gaining buy in and balancing their different priorities

4. Values

Approachable – will be open minded and value diversity
Non-judgemental – will focus on the potential not the past
Inspiring – will lead by example
Empowering – will enable positive change
Passionate about The Trust’s goals and delivering excellence