

## Job Description

**JOB TITLE:** Prospect Development Manager

**LOCATION:** This role is based in London (hybrid working with a minimum of 50% of time in the office).

**RESPONSIBLE TO:** Director of Fundraising

**RESPONSIBLE FOR:** N/A

## About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 18 countries within the Commonwealth and beyond, across Asia, Africa, the Caribbean and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

## Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

## **Purpose of the Role**

This role will play a critical part in empowering our Fundraising Team to secure the funds needed to deliver the life changing work of Prince's Trust International. Responsible for delivering high quality prospect research to support our high value fundraising across individuals, corporations, trusts and foundations and institutional donors. The Prospect Development Manager will have a firm finger on the pulse of giving trends and opportunities, drive pipeline performance through feeding prospects through the fundraising funnel, coordinate and undertake due diligence and advising on ethical procedures, and support and encourage effective and compliant use of supporter data and adherence with the broader Fundraising Code of Practice.

This role will be the driving force for our upcoming CRM transition from Raisers Edge to Microsoft Dynamics.

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing young people, and the ability to deliver results under challenging and varied circumstances.

They will have strong planning and organisational skills and the ability to work effectively with people at different levels of seniority and from different backgrounds in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results.

## **Key Relationships**

- Director of Fundraising and the broader Fundraising Team, consisting of: Head of Corporate Partnerships, Head of Philanthropy, two Fundraising Managers and two Fundraising Executives
- The wider Executive Team as appropriate in line with emerging fundraising opportunities
- KTI's Board of Trustees and Legal Advisor/s around issues of due diligence, and KTI's Ethical Fundraising and Reputational Risk committee (EFRR)
- The King's Trust (UK)'s Prospect Development Team, the KT EFRR in the interests of best practice and policy alignment and wider functions aligned to the CRM and other key shared functions

## **Key Areas of Responsibility**

Our Prospect Development and Fundraising Compliance Manager will have overall responsibility for:

- Responsibility for formulating a prospect research strategy alongside the Director of Fundraising
- Build a robust prospect pipeline and manage prospect allocation according to the specialisms, capacity and fit of the Fundraising Team and the funding requirements of KTI
- Drive KTI's transition to the new CRM, managing new approach to data management and embedding across KTI Fundraising Team
- Conduct compliant prospect research to support fundraising opportunities, supporting with guest biographies for events and operating as the go-to resource for prospect research
- Shape and manage KTI's ethical fundraising process - completing thorough risk assessments on prospective donors and escalating opportunities through our process as necessary
- Ensure that prospect research undertaken at the Trust is compliant with our own policies, the data protection act, GDPR and ICO recommendations
- Encouraging effective use of our CRM Microsoft Dynamics- ensuring data is secure and compliant and supports fundraising needs
- Work with our volunteer fundraising committees to analyse and disseminate information about their networks and translate into funding opportunities in partnership with our Fundraising Team
- Regularly feed fundraising insights to the team, identifying opportunity through key sources - via media, giving/rich lists, business and philanthropy periodicals

- Be accountable for research tools and subscriptions ensuring their effective use
- Proactively train the Fundraising Team to undertake their own compliant research and due diligence as well as upskill on other relevant topics
- Manage KTI's broader adherence to the Fundraising Code of Practice, as set out by the Fundraising Regulator
- Have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, alongside fostering PTI values and standards

## Budget

Oversight of mini budget and subscriptions aligned with prospect development, CRM and broader fundraising compliance.

## Person Specification

**Please read these notes carefully:**

The King's Trust International (KTI) is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folk, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting (**s**) stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment (**a**) or at interview (**i**). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Essential Criteria	Why is this needed?	How will this be assessed?
<b>Skills and Knowledge</b>		<b>Shortlisting (S), Assessment (A), Interview (I)</b>
Excellent knowledge of the principles of philanthropy, corporate, and institutional fundraising and the role of prospect development research	An understanding of key fundraising strands and how a robust approach to prospect research furthers opportunity will allow you to hit the ground running	I
Excellent research and analytical skills with the tenacity to seek information about donors and projects	So that you can build a quality pipeline of prospects and provide the fundraiser with insight and research to help the solicitation process	I
Highly organised, ability to manage own workload, plan ahead, effectively manage multiple tasks and prioritise	To prioritise multiple projects to ensure they are delivered to a high standard	I
Vast knowledge of a wide spectrum of research tools and the ingenuity to acquire useful insight ethically	You will need to have a good understanding of the use of research tools to access information on prospective supporters	I







Competency in the effective management of a CRM/sales database	Especially important as we encourage a culture of increased data management and as we optimise use of new CRM Microsoft Dynamics	
Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different backgrounds	There are often multiple stakeholders involved in fundraising activity and good prospect research will be at the heart of such opportunity. Having effective communicative skills will be highly advantageous in bringing together the crucial pieces.	I
Strong awareness and understanding of equality, diversity and inclusion and the ability to translate these into effective action	Our values of EDI are at the core of our offer to beneficiaries and staff alike- all our team members should share our values and exercise them in our daily work.	I
<b>Experience</b>		
Experience of contributing and implementing a successful prospect research strategy	To ensure that we have a robust prospect research strategy in place that allows us to meet our fundraising targets	S
Experience of undertaking data analysis and insight in prospect research and management	So that you can help drive our prospect pipelines to lead to increased fundraising performance	S
Experience of using a fundraising CRM database for reporting and prospect management along with a good working knowledge of Excel	To help colleagues get the most out of our fundraising data and to help them manage their portfolios	I
Proven experience of providing high quality research including undertaking due diligence checks	So that you can identify new prospects and ensure that we are adhering to our Ethical Fundraising policy	S
Experience of working with influential individuals at a senior level	People skills are important in this role as there will be some communication with our Volunteer Fundraising Committees to identify their networks	I
Experience of using remote and digital work tools (e.g. spreadsheets, project planning tools) accurately and with good attention to detail	An essential area of competency when dealing with a high volume of data and given parameters we need to observe with GDPR and other such fundraising compliance	I

<b>Desirable Criteria</b>	<b>Why is this needed?</b>
<b>Skills and Knowledge</b>	
Good understanding of data protection issues, especially the collating and processing information on individuals	To ensure that the Trust is compliant with our own policies, the data protection act, GDPR and ICO recommendations
Competency in the use of Power BI and other data tools	A new visualising tool to present data for prospect management that we hope to use in the future at KT1
<b>Experience</b>	
Experience in a big brand charity or organisation	Having experience of a similarly high-profile organisation where great consideration has had to be given to due diligence and risk will be advantageous in navigating what opportunities are appropriate to pursue at PT1.

## HAT DO WE EXPECT FROM YOU?

### OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






### THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

### OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 <p><b>Effective communicators</b></p>	 <p><b>Approachable</b></p>	 <p><b>Solution-oriented</b></p>	 <p><b>Inclusive</b></p>	 <p><b>Emotionally intelligent &amp; resilient</b></p>
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>