

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Prospect Development Executive	PAY BAND:
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Supporter Performance & Operations Team drive the performance of our fundraising efforts. We partner with colleagues to improve the quality and efficiency of our supporter-facing activities.	







WHERE YOU WILL FIT

CEO	Deputy Director of Fundraising	Head of Prospect Development	Prospect Development Manager	Prospect Development Executive
-----	--------------------------------	------------------------------	------------------------------	---------------------------------------

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Young people need us more than ever and we will be there for them. Every year, we need to raise around £60m. Your role will play a critical part in raising the money we need to help young people. You will be responsible for delivering high-quality prospect research to support our high-value fundraising.

WHAT WILL YOU DO?

-  Delivering high-quality responsive and compliant prospect research to set briefs from our fundraising teams.
-  Support fundraisers with profiles and network mapping for prospects and supporters.
-  Help and advise fundraisers on completing due diligence in line with our processes and procedures.
-  Monitor research subscriptions and alerts and action appropriately.
-  Support the Prospect Development Managers with specific research tasks.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Ability to build strong, proactive relationships to achieve results	To partner with colleagues across fundraising to deliver specific pieces of work and projects
Ability to manage large volumes of information accurately and methodically	Prospect research often involves being able to pick out key information from a range of different information sources
Excellent research and data management skills	Delivering excellent prospect research, including using data, is a core part of this role
Exceptional verbal and written communication skills	To be able to effectively work with a range of colleagues
Experience	Why do we need this?
Experience of working within Fundraising / charity or commercial organisation	To be able to work with a range of fundraising colleagues and understand their research needs
Experience of delivering high quality research both proactively and to set briefs in an accurate, methodical way	To deliver high quality prospect research to support our high value fundraising activities
Experience of delivering against competing deadlines within a target driven environment	The role will work on a range of different projects and pieces of work, often concurrently
Experience of working with multi-discipline teams to deliver high quality content on time	To partner with colleagues across our Philanthropy, Corporate and wider Supporter Performance and Operations Team to effectively deliver shared priorities and projects
Experience of using databases, creative software packages, e-mail, internet, word-processing and spreadsheet packages, accurately and with excellent attention to detail	A wide range of software and application are used on a daily basis within the team and for this role





WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
An understanding of the role of data protection and compliance legislation in a high value fundraising context	To be able to deliver prospect research to high internal and external compliance standards

WHAT 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.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
--	---	--	---	---

Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.