

PROSPECT DEVELOPMENT MANAGER



- **Career Family: Fundraising**
- **Reports To: Senior Trust & Statutory Fundraising Manager**

PURPOSE OF ROLE

Centrepont is the leading UK charity for homeless young people aged 16-25. We operate nationally, with bases in London, Manchester, the North East and Yorkshire. We support nearly 15,000 vulnerable young people each year by providing accommodation, teaching valuable life skills, providing mental health support and helping them get into education or employment. We aim to give homeless young people a future and we want to end youth homelessness by 2037.

The Relationship Fundraising (RFR) team manages high value giving at Centrepont, spanning Trusts, Philanthropy and Corporate Partnerships. The department has seen significant income growth over the past three years but hasn't had a dedicated prospect development role. Team members currently carry out their own research alongside their fundraising workload, with limited capacity or knowledge to go beyond the basics.

This is a new, fixed-term role created to give RFR focused prospect development capacity for the first time. As Prospect Development Manager, you will provide high-quality research and insight directly to fundraisers across Trusts & Statutory, Philanthropy and Corporate Partnerships, helping them prioritise approaches, unlock routes into new donors, and manage pipelines more effectively.

This fixed-term, part-time role has been carefully scoped to be achievable within the contract period. In the first few weeks, you will work with the Senior Trust & Statutory Fundraising Manager to agree clear priorities, a realistic delivery plan and where your expertise can have the greatest influence. You will not be expected to build a full prospect development function or cover every area; your work will be focused and supported by senior RFR colleagues.

This is an opportunity for you to bring your expertise, establish new ways of working and build a new prospect development approach for an organisation that hasn't had one before.

The aim is to make a clear, practical impact: helping RFR teams sharpen their prospecting, identify stronger routes into prospects and build momentum for longer-term success.

KEY RESPONSIBILITIES

Scoping and creating a framework

- Meet with teams across RFR (Trusts & Statutory, Philanthropy, Corporate Partnerships) to understand current prospect development practice, pain points and priorities.
- Audit existing tools, data sources and processes (including Raiser's Edge and Factory prospects) to identify gaps and quick wins.
- Define, implement and begin delivering a time-bound prospect development framework for RFR, appropriate to the size and maturity of the function.

Supporting Trusts

- Undertake prospect research to support the T&S pipeline, including identifying routes into cold or invite-only donors through network mapping.
- Support relevant senior colleagues to map their own networks as a source of warm introductions.
- Support the team's pipeline review meetings with research and insight.
- Provide strategic insight to inform how the team grows its portfolio, and which prospect research techniques best support their portfolio growth goals.

Supporting Philanthropy

- Deepen research on existing prospects identified by Factory, to help prioritise cultivation effort.
- Support the team to develop more consistent pipeline management

Supporting across RFR

- Provide a monthly sector intelligence round-up covering general trends and notable new partnerships relevant to RFR, to support horizon-scanning.
- Prepare donor profiles and briefings ahead of key donor meetings and events, prioritised by value and urgency.
- Recommend improvements to how the teams use Raiser's Edge for pipeline tracking.
- Build on the RFR-wide network mapping exercise already completed, producing an updated version.

What Success Looks Like

- Because major donor and trust cultivation cycles typically run well beyond the length of this contract, success in this role is measured through the quality and use of research and insight, not through income secured directly.
- A documented, realistic prospect development framework for RFR, and evidence of early implementation.
- A clear, evidenced recommendation on prospect research tools, informed by testing and team feedback.
- A pipeline of qualified new prospects and warm introduction routes identified across Trusts & Statutory and Philanthropy.
- Improved quality and completeness of prospect data in Raiser's Edge, making it easier for fundraisers to prioritise approaches.
- Regular sector round-ups delivered to the Relationship Fundraising team, and positive feedback from fundraisers across RFR on the usefulness of research and briefings provided.

PERSON SPECIFICATION

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The Essential Requirements indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post.

The points detailed under Desirable Requirements are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

Knowledge and Skills	Requirement
Excellent research and analytical skills, with the ability to synthesise information into concise, high-impact briefings for fundraisers and senior leaders.	Essential
Strong written communication skills, able to produce donor profiles and briefings that are accurate, well-judged and ready to use.	Essential
Ability to prioritise a varied and demanding workload within a part-time contract, making clear, evidence-based trade-offs about where to focus effort.	Essential
Confident and credible working across multiple teams, able to build relationships quickly and bring people with you on new ways of working.	Essential
Knowledge of fundraising regulation and best practice relevant to prospect research and due diligence (e.g. GDPR, the Code of Fundraising Practice)	Essential
Experience presenting research findings or recommendations to senior stakeholders.	Desirable

Brings strategic thinking as well as delivery - able to suggest how prospect development could work for RFR, as well as carry it out. Confident collaborator across multiple teams.	Essential
Takes ownership and is realistic and transparent about what can be achieved within the timeframe and hours available.	Essential
Proactive in flagging risks, gaps or trade-offs early.	Essential
Genuine interest in and commitment to understanding the issues facing young people experiencing homelessness.	Essential
Champions equality, diversity and inclusion.	Essential
Acts as an ambassador for Centrepoint and its values.	Essential
Experience	Requirement
Demonstrable experience of prospect development within fundraising, ideally across more than one income stream (e.g. major donors, trusts, corporate).	Essential
Experience using research techniques and tools to identify, qualify and prioritise prospects, including capacity, affinity and propensity assessment.	Essential
Experience recommending or introducing new tools, sources or ways of working to a team.	Essential
Experience of network mapping techniques.	Essential
Confident using a CRM (e.g. Raiser's Edge or similar) to record and track prospect and pipeline information.	Essential
Experience contributing to or shaping a prospect development strategy or framework.	Desirable
Familiarity with Factory or a comparable prospect profiling tool.	Desirable

EQUAL OPPORTUNITIES

All employees have a legal and moral responsibility to ensure that Centrepoint's workplace is free from discrimination, harassment and bullying.

WORKING WITH CENTREPOINT

The experience of homelessness and the circumstances that lead to homelessness are often traumatic. Because of this, Centrepoint staff experience challenging behaviour and will be expected to engage positively with this behaviour and work constructively with young people in order to understand and respond to this. Centrepoint is committed to working in a psychologically informed way. In line with this, we promote and support personal resilience through regular one-to-one supervisions, team reflective practice and the Employee Assistance Programme.

CENTREPOINT VALUES



All staff at Centrepoint are expected to work according to our six values. Below are some examples of the behaviours expected under each value. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

Integrity <i>We always put the good of young people and Centrepoint first</i> • We commit to living these values in our professional lives at Centrepoint • We work hard to build trust and productive relationships • We are honest and transparent • We confront issues early in a direct and constructive way	Energy <i>Be determined to do the best you can for the young people we support</i> • We act decisively, using our energy to deliver and exceed expectations • We understand our strengths and use them to strive for excellence • We have creative optimism and we embrace change and drive it • We have the courage and stamina to make tough decisions and see them through
Humility <i>Offer your support and be a helping hand to others</i> • We have empathy, sincerity and are servant-hearted in our approach • We are self-aware; continuously seeking to improve and we take full responsibility for our own development • We offer to help without hesitation and ask others for support when we need it	Entrepreneurship <i>Always think about how you can improve and make the work that you do better</i> • We are commercially aware and financially conscious • We communicate well and bring people with us • We know and understand our business and the impact of both internal and external forces • We always ask ourselves how it can be done better; we are more 'why not?' and have the flexibility to adapt
Accountability <i>Take personal ownership for your responsibilities</i> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations • We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. • We celebrate success and reward the right behaviour at the right time; fully supporting the	Focus <i>Ensure you stay on top of your responsibilities whilst keeping our young people a priority</i> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent • We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results

appropriate challenge of inappropriate workplace behaviours	
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