

# Prospect Development Manager

## Job description

◆ December 2023

for healthy East London lives

A decorative graphic consisting of three overlapping right-pointing chevrons in teal, purple, and dark teal.

## Welcome

Thank you for your interest in becoming our new Prospect Development Manager.

At Barts Charity, our vision is to provide life-changing improvements to health for the people of East London. Thanks to the passion and dedication of our Barts Charity team, we're committed to investing around £150 million in new projects over the next five years in key areas of research and healthcare. I'm extremely proud to be part of the team and of everything we've achieved so far.

You will be joining Barts Charity at an exciting time, during our most ambitious fundraising campaign to date which is raising funds for two important health projects – a Clinical Research Facility in Whitechapel and a Breast Cancer Centre in the City of London at St Bartholomew's Hospital. Both will be transformative for our local patient population and beyond.

We are looking for an accomplished individual who can devise and lead on a research strategy that will identify individuals, foundations and corporates able to give at the highest level. A robust and well qualified prospect portfolio is key to the delivery of our Major Gift fundraising strategy so your work will be critical to the success of this campaign.

If you'd like to help us to achieve our ambitions for healthcare in East London, we'd love to hear from you.



**Ilia Ralphs**  
Director of Fundraising





# About us

Barts Charity



A high-angle photograph of the East London skyline. In the background, modern skyscrapers of the Canary Wharf financial district rise against a clear blue sky. The foreground and middle ground are filled with a dense, multi-story residential housing estate, showing a mix of brick and concrete buildings. A large, stylized graphic of overlapping teal and purple squares is positioned in the bottom-left corner of the image.

## About Barts Charity

### For healthy East London lives

**As East London's oldest healthcare charity, we've been at the forefront of advancing healthcare for hundreds of years. The hospitals we support strive to provide excellent care to their patients. Yet too many people's lives in East London are affected by ill health. At Barts Charity we have East London in our hearts and we want healthier, longer lives for everyone in our community.**

Together with our partners we make better healthcare possible, funding brilliant ideas and ground-breaking research to transform lives. We invest in inspiring people and projects that have the greatest impact on the health and lives of local people. And as our local community is one of the most diverse places to call home, what makes a difference in East London has the potential to touch lives across the world.

As the dedicated charity for Barts Health NHS Trust, we support St Bartholomew's, Whipps Cross, Newham, Royal London, and Mile End hospitals, as well as the Faculty of Medicine and Dentistry at Queen Mary University of London. We also support researchers at the School of Health Sciences at City, University of London.

## We are committed to

### Professional development

At Barts Charity we like to nurture our talent so upskilling our people with continuous learning is important to us. We work hard to make sure Barts Charity is a rewarding and inspiring place to work. We ensure that individuals, groups and the whole team have learning and development opportunities so that staff make the best contribution they can, enjoy good job satisfaction and progress their careers.

We run an all-staff programme of roughly quarterly training covering both hard and soft skills – recent examples have covered Unconscious Bias, Being Assertive in the Workplace, Project Management and Presentation Skills.

### Mental wellbeing

We are committed to supporting the mental health of our staff; we seek to provide a supportive culture where conversations about mental health challenges are normalised and staff can get access to external support services at any time using our Employer Assistance Programme.







# About the role

**Prospect Development  
Manager**



## Terms of employment

Salary	Up to £45k dependent on experience
Contract	Permanent
Location	Ground Floor, 12 Cock Lane, London EC1A 9BU – Hybrid working, 3 days at home, 2 in the office (Tuesdays and Wednesdays). We are a fully accessible office.
Annual leave	27 days plus bank holidays
Pension	8% employer's contribution
Other benefits	<ul style="list-style-type: none"><li>• Employee Assistance Programme</li><li>• Social events within office hours</li></ul> <p>Subject to completion of 6-month probation:</p> <ul style="list-style-type: none"><li>• Interest free travel season ticket loan</li><li>• Private healthcare insurance (taxable benefit in kind)</li></ul>





## Job description

Job title	Prospect Development Manager
Department	Major Gifts
Reports to	Strategic Philanthropy and Campaign Lead
Key relationships	Major Gift fundraisers; Senior Management team
Job purpose	Scope and deliver research to drive the continued development of our fundraising pipeline, implement pipeline management strategies and provide insight and analysis.





## About this role

The role of Prospect Development Manager will be a key addition to the Major Gifts team and central to realising our fundraising ambitions.

Specifically, this individual will be pivotal in helping us to identify new individual, trust & foundation and corporate prospects able to make substantial gifts (5-7 figures) for two major capital projects—a Clinical Research Facility at The Royal London Hospital and a Breast Cancer Centre at St Bartholomew's Hospital—and other emerging priorities. They will also help to drive improvements in how we manage individual and team pipelines. Utilising their expertise and experience in analysing, interpreting and presenting prospect data, the post-holder will enable us to take major steps forward in becoming a “data-led” team.

You will be joining a highly capable and collaborative team, who are continuing to build on unprecedented fundraising success over the last several years and to further develop effective and innovative ways of working.



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## Key areas of responsibility

- Lead on the development and implementation of prospect research strategies
- Provide strategic input into, and operational delivery of, prospect management activity
- Undertake proactive prospect identification and ratings
- Conduct due diligence on potential donors in line with organisational policies
- Prepare prospect profiles and briefings in support of fundraiser, leadership and volunteer meetings and events
- Generate network mapping and other related deliverables to support volunteer engagement and referrals
- Prepare regular and ad-hoc reports and analysis on pipeline activity (individual and team)
- Introduce creative approaches to prospect research and management based on knowledge of sector best practice
- Act as a source of knowledge and expertise to colleagues on areas such as major giving trends, handling sensitive/personal data and assessing individual giving capacity.





# About you

Who we're looking for





## Person specification

We are looking for someone with:

Requirement	Essential	Desirable
Experience of core prospect research and management activity (identifying and prioritising prospects, ethical screening, gift capacity ratings and “moves management” within pipelines)	X	
Capacity to juggle competing priorities and to work on multiple projects in parallel	X	
Highly organised and methodical approach to work, with strong attention to detail and accuracy	X	
Ability to take initiative in scoping deliverables and to progress them with limited supervision	X	
Collaborative approach to working with fundraising and operational colleagues	X	
Demonstrated experience in producing high-quality written outputs for senior stakeholders	X	
Capacity to generate novel approaches to lead identification		X

## Person specification

We are looking for someone with:

Requirement	Essential	Desirable
Demonstrated ability to analyse different types of data to deliver insight and drive decision-making	X	
Comfort in interpreting quantitative data to assess prospect opportunities	X	
Strong competency in key Microsoft applications	X	
Strong competency in Salesforce (or comparable CRM)	X	
Knowledge of the charitable funding landscape in healthcare and/or medical research		X
Understanding of how the Data Protection Act 2018 and UK GDPR impact prospect research and data management		X
Experience of working in a charity or HE setting	X	

 **Apply**







## How to apply

Please apply with a CV and a supporting statement of no more than 2 sides of A4 to <https://prospect-us.co.uk/jobs/186782-prospect-development-manager/> telling us how you meet the person specification.

Should you have any questions before applying, please get in touch with our recruitment partner Ryan Burdock on [ryan.burdock@prospect-us.co.uk](mailto:ryan.burdock@prospect-us.co.uk) and 020 7405 4999.

- Deadline for applications: **11 January 2024**
- In-person interview and skills assessment: **W/c 15 January 2024**

We are a friendly, diverse and inclusive team and are committed to having employees that represent all communities. We welcome applications from people from all identities and backgrounds and we particularly want to encourage people from under-represented groups to step forward and apply to work with us.

**So that candidates can feel they have performed in the interview to the best of their ability, we will share the interview questions in advance.**





# Thank you

[bartscharity.org.uk](https://bartscharity.org.uk)



Registered charity no. 212563

 **for healthy East London lives**