

Prospect Development Manager

Job Pack

◆ Sept 2026

for healthy East London lives



Welcome

Thank you for your interest in joining Barts Charity.

We're a charity with its roots in East London, dedicated to supporting improvements to healthcare and transformative research for local health benefit in East London, and beyond. You'll be joining during a period of integration and growth, where strong coordination, clear processes, and reliable support are critical to delivering impact. This is a role for someone who enjoys working across teams, keeping things organised, and making sure priorities move forward.

This role sits at the heart of our high-value fundraising activity and plays a key role in ensuring the right prospects are identified, qualified and progressed to support ambitious income growth.

You will work closely with fundraisers, senior leaders and colleagues across the organisation, providing the insight, research and pipeline oversight needed to help teams focus on the opportunities with the greatest potential impact.



Jay Longworth

Director of Fundraising & Communications



A wide-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, likely in the Whitechapel area, characterized by red brick buildings and flat roofs. The image captures the contrast between old and new London.

About Barts Charity

For healthy East London lives

As East London's oldest healthcare charity, we've been at the forefront of advancing healthcare in our community for hundreds of years. The hospitals we support strive to provide excellent care to their patients, through the highs and lows. Yet too many people's lives in East London are affected by ill health.

As the dedicated charity for Barts Health NHS Trust, we support St Bartholomew's, Whipps Cross, Newham, The Royal London, and Mile End hospitals. We're also partnered with the Faculty of Medicine and Dentistry at Queen Mary University of London and the School of Health Sciences & Psychological Sciences at City, St George's, where we fund world-leading medical research.

Together with our partners and supporters we make better healthcare possible. 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.

For more information about Barts Charity, please visit our [website](#).



About the role

Prospect Development
Manager



Role overview

Job title	Prospect Development Manager
Salary	£45-49K
Contract	Perm
Location	Ground Floor, 12 Cock Lane, London EC1A 9BU - Fully accessible office.
Hybrid Working	Hybrid working, 2 days mandatory in the office (Tuesdays and Wednesdays) and other days remote. Must be able to attend office on non-anchor days when required.
Flexible Working	37.5 hours per week. Core hours 10am-4pm. Flexible working requests (outside of the mandatory office attendance days) will be considered.
Department	Fundraising & Communications
Reports to	Head of Fundraising Operations
Annual leave	30 days plus bank holidays
Pension	10% employer's contribution
Benefits	Subject to completion of 6-month probation: • Interest free travel season ticket loan • Private healthcare insurance (taxable benefit in kind) • Employee Assistance Programme • Social events within office hours



Hiring Manager - Danielle Williams, Head of Fundraising Operations

Fundraising Operations specialist with 20 years’ experience in charity sector. She leads on systems, governance, and process improvement to strengthen fundraising effectiveness.



What does the role involve?

Overview

A pivotal role within the Major Gifts team, responsible for leading prospect development, pipeline insight and prospect research activity to support ambitious income growth. The role combines strategic oversight with hands-on delivery, ensuring fundraisers have the intelligence, tools and data needed to identify, qualify and progress high-value prospects.

Job purpose

To drive income growth by identifying and developing high-value prospects, improving pipeline quality and performance, and providing data-led insight that supports fundraising decision-making and strategic planning.

Key role deliverables

- Prospect research strategy developed and implemented
- High-quality pipeline of individual, trust and corporate prospects capable of making 5-7 figure gifts
- Regular pipeline reviews and actionable performance insight for fundraisers
- Accurate and up-to-date prospect data, reporting and analysis within Salesforce
- Effective due diligence, GDPR and Know Your Donor (KYD) processes
- Consistent use of prospect research tools, resources and best practice across the fundraising team
- Data-driven recommendations that support prospect prioritisation and fundraising success



Who we're looking for

Key skills (essential)

- Prospect research expertise combined with strong analytical skills, enabling you to identify opportunities and translate complex information into clear fundraising recommendations.
- Highly organised and detail-oriented, with the ability to manage multiple priorities while maintaining high standards of accuracy.
- Strong relationship-building and communication skills, with experience working collaboratively across fundraising and operational teams.
- Confidence using Salesforce (or a comparable CRM) and data reporting tools to support decision-making and pipeline management.

Key experience (essential)

- Proven experience delivering prospect research and prospect management activity to support fundraising growth and pipeline development.
- Experience analysing and presenting data-driven insight to inform fundraising strategy, prioritisation and performance management.
- Experience working closely with fundraisers and senior stakeholders to identify, qualify and progress high-value prospects.



How to apply



The application process

Please send your CV and a supporting statement (of no more than 2 A4 sides), highlighting how you meet the key skills and experience required for the role as outlined in the Job Pack.

- Please send these to: Hannah Laking hannah.laking@harrishill.co.uk
- **Deadline for applications:** 16th September

First competency-based panel interview (virtual): 24th September

Second competency-based panel interview (in -person): 30th September

If you would like to discuss this role before applying, or if you need any adjustments, please contact Danielle Williams (danielle.williams@bartscharity.org.uk)

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 apply to work with us.

Our approach to candidates using AI in applications:

We know that technology including AI tools can support candidates when preparing job applications. We welcome the use of tools that help you present your experience clearly. That said, we ask that all applications genuinely reflect your own skills, experience and voice so we suggest that you carefully check any AI-generated content. If you are invited to interview, we will want to find out more about your skills and experiences directly from you and so discrepancies between your application and your presentation in person may be damaging to your application.





Thank you

bartscharity.org.uk



Registered charity no. 212563



Barts Charity is a Disability Confident Committed employer. We will offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job. If you wish to apply under the Disability Confident campaign, please clearly note this in your application email.

