



Business Development Manager

Candidate Brief

Welcome



Prospex is a well-established youth charity celebrating its 25th anniversary this year. We are deeply embedded within the local community and are recognised for our expertise in supporting vulnerable children and young people across Islington. Our experienced and committed team delivers high-quality youth work that helps young people develop confidence, resilience and positive futures.

Founded originally as a detached youth work service, we have evolved to provide both detached and centre-based provision. Our main base, The Underground Youth Centre, enables us to offer a wide range of activities and targeted support, while continuing our detached programme to engage young people where they are.

Over the past seven years, we have successfully strengthened and diversified our income base. Our funding comes from a broad range of sources, including charitable trusts and foundations, statutory grants and contracts, individual donors, community fundraising activities and, increasingly, corporate supporters. This diversified approach has helped us build financial stability and continue responding to local need.

We are proud of the significant growth we have achieved in income generation over recent years, which has enabled us to expand and strengthen our services for young people. This success has been driven by strong relationships with funders, a clear strategic vision and a commitment to demonstrating impact.

This new role presents an exciting opportunity to build on these foundations and take our fundraising to the next level. The focus of our income generation will remain with successfully securing income from trusts and statutory sources however there is also potential to increase income across all funding streams. We see particular potential for growth in individual giving, major donors and corporate partnerships. The successful candidate will have the opportunity to shape and develop all these areas, making a lasting contribution to the charity's future sustainability and impact.

Like many charities, maintaining and increasing income remains an ongoing challenge. The fundraising environment has become increasingly competitive, with greater demand for limited charitable resources.

In this climate, building and sustaining strong relationships with funders, donors and partners is more important than ever. We are looking for someone who can help us navigate this changing landscape, identify new opportunities and strengthen our existing fundraising activities to ensure long-term sustainability.

Prospex is a fantastic organisation to work for, with a strong sense of purpose and a genuine commitment to improving the lives of local young people. We have a supportive, collaborative culture where staff and trustees work closely together and recognise that fundraising is everyone's responsibility.

We hope you feel encouraged to apply.

Richard Frankland
Chief Executive

About Us

Prospex is a dynamic Islington Based Youth Charity supporting vulnerable young people 8-21years to fulfil their potential, through individual support, engaging in new experiences and developing skills. We are an ambitious locally based charity and have considerably increased our funding over the last few years. We have both hub based and detached Street Team services, which include professional counselling (PLC -Prospex Listens and Cares), evening youth sessions, holiday schemes, girls and young women project, Music Studio and more. There will be a strong focus on you being a member of the Prospex team and align with Prospex ethos and values.

Find out more about us: [Prospex](#) | [Instagram](#), [Facebook](#), [TikTok](#) | [Linktree](#)

Established in 2001, we exist to increase and improve the opportunities and experiences of at-risk young people in Islington. Potential made possible.

Our work is both diverse and impactful. When we aren't running outreach sessions to engage with teenagers at risk of gang violence, we're teaching 8-year-olds how to make nutritious meals or running residential camps for young people to form new skills, experiences, friendships, and memories for life.

At Prospex, we believe that being rooted in our community enhances our work and improves our chances of making an impact. That's why local residents make up 80% of our staff and trustee teams.

Our team support the young people with whom we come into contact, regardless of whether they're young people involved in gangs, or kids looking for somewhere to play a board game. In all aspects of work we approach the young people in a non-judgemental manner regardless of culture, gender or creed.

To read our latest annual report please click [here](#)



About the Role

Prospex Business Development Manager

We are looking for an experienced Business Development Manager to deliver ambitious fundraising targets and to create the best possible experience for our charity supporters and partners.

Reporting to the CEO, you will be responsible for developing and managing all Prospex funding sources including but not limited to livery companies, charitable foundations, local authorities, individual givers and businesses.

You will need to demonstrate strong relationship building, written, verbal and interpersonal skills. You will be highly motivated and enthusiastic, show attention to detail, and have the initiative to successfully target, develop and manage a variety of fundraising sources and deliver against targets.

You'll build relationships with current and new funders including Personal Givers, Charitable Trusts, the local authority and businesses to maximise income and secure repeat support as needed. You'll share case studies, telling great stories to supporters to ensure that they understand the difference that their donations make. You'll work closely with the Trustees, CEO and staff team to create new relationships by preparing and delivering pitches, talks and presentations.

Key Responsibilities:

- responsible for the oversight and delivery of all fundraising activity and meeting fundraising objectives.
- taking the lead on funding bids and producing high quality bid writing to deadlines. This includes writing grant applications, putting together tenders, creating presentations etc.
- research and identifying new funding opportunities and maintaining a pipeline of new sources.
- supporting the CEO on developing Prospex's 5-year business plan.
- leading and supporting the CEO on partnership liaison, including charitable trusts, statutory funders, personal givers, business.
- ensuring there is regular dialogue with personal givers.
- production of fundraising reports for Trustee meetings and regular liaison with our accountant.
- working closely with CEO and the staff team on funding bids, other new funding opportunities and reporting to current funders.
- ensure all administration systems in relation to fundraised income are up to date and meet our requirements.
- attend events including Trustee Meetings to represent Prospex.
- identify and stay abreast of key market trends in fundraising, new opportunities for funding and key decision makers.
- optimise press and media opportunities in support of Prospex fundraising.

- ensure that income targets are met, and where possible, exceeded. Produce budgets and manage activity against your agreed targets and KPIs.
- diversify and significantly grow our fundraising portfolio through widening our reach and securing new sources of income.

Responsible to

CEO and trustee sponsor you will review targets and flow of funds.

To find out more about our Partners and Supporters please click [here](#)



Person Specification

You will:

- have demonstrable experience and proven success in meeting fundraising targets and working to tight deadlines.
- track record of managing and developing relationships with individual donors and other stakeholders to build good internal and external relationships.
- be energetic and self-motivated to achieve objectives and be able to use your initiative to achieve new fundraising support.
- have a good knowledge of fundraising as a professional discipline.
- self-starter, able to prioritise your workload independently with minimal supervision.
- competent bid writer with excellent administrative, organisational and planning skills.
- excellent communicator and ability to create and maintain relationships within and across diverse audiences.
- creative and entrepreneurial, constantly find new ways to raise funds.
- have and exhibit a passion for charity work and a strong commitment to supporting young.



What We Offer

- Part time – 3 days per week
- £26,000 for 3 days per week (£43,333.33 fte)
- Hybrid working – This role offers a hybrid working arrangement, combining home working with regular attendance at our office and key meetings. The balance between home and office working will be agreed with the successful candidate. The office is based at The Underground Youth Centre, Piper Cl, London N7 8TQ.
- During the induction period, the successful candidate will be expected to spend more time in the office. This will help them develop a thorough understanding of Prospex, build strong working relationships with colleagues, and gain a deeper appreciation of our work, enabling them to communicate our mission and impact effectively to funders and supporters.
- Being part of a positive team and successful charity.
- Pension option
- 6 months probationary period
- 25 days per year pro rata, increasing to 30 days with service. The leave year runs from 1 June to 31 May

You need to be eligible to work in the UK to be considered for this role. We are committed to safeguarding children and vulnerable adults and therefore any successful candidate will be subject to an enhanced DBS check for children and will be asked to provide two satisfactory references.





How to apply

Apply via the NFP consulting website [here](#)

Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

Closing date: Sunday 20th September at Midnight

First interviews: 28th September

Second Interviews: TBC

We are looking for the successful candidate to start around November 2026. This will allow for time to be spent with the current Business Development Manager.

Accessibility

If you require reasonable adjustments at any stage of the recruitment process, including accessing a copy of the recruitment pack in large print or an alternative format, please contact

info@nfpconsulting.co.uk

