



THE ROYAL MARSDEN CANCER CHARITY

Job description

Philanthropy Executive - Events and Administration

**Do you want to be part of a world renowned organisation helping to fund projects that will benefit cancer patients across the UK and internationally?
If so, this is your chance to join our team.**

JOB TITLE:	Philanthropy Executive - Events and Administration
SALARY:	Competitive
BENEFITS:	Pension, employee benefits and staff rewards
CONTRACT:	Permanent
HOURS OF WORK:	37.5 per week
EMPLOYER:	The Royal Marsden Cancer Charity (RMCC)
DIRECTORATE:	Philanthropy Team
RESPONSIBLE TO:	Events Manager, The Royal Marsden Cancer Charity
ACCOUNTABLE TO:	Head of Individual and Corporate Philanthropy, The Royal Marsden Cancer Charity
LOCATION:	London (but also required to work in Sutton)
LIAISES WITH:	<p>Head of Trusts and High Value Committees, Senior Philanthropy Manager, Philanthropy Managers and Executives, Prospect Research Manager and Executive, and the Database, Finance, Events, Marketing, Communications and Digital teams.</p> <p>RMCC Chairman and Trustees, Chairman of the Appeal and Appeal Board members. RMCC donors, supporters and volunteers.</p> <p>The office of The Royal Marsden Chief Executive, Chairman and senior Directors; The Royal Marsden – Leadership team, Board, Governors, Heads of Unit, Heads of Departments, clinical and medical staff, The Royal Marsden Private Care , and other departments including Facilities, Estates, Catering</p> <p>Friends of The Royal Marsden; external bodies – The Institute of Cancer Research, The Royal Household</p>

1. Job Purpose

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden, a world-leading cancer centre. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

The charity is six months into its ambitious three year strategy that aims to significantly grow our income. Alongside funding an existing world-class programme of research, treatment and care, we have launched a £70 million capital appeal to build the Oak Cancer Centre to provide radical new solutions for the research and treatment of cancer.

We are a high performing team, and this role presents an exciting opportunity to help us realise our ambition. This post will play a vital role in our growth by helping deliver a high value events programme for The Royal Marsden Cancer Charity as well as supporting the Philanthropy Team. Initially, the primary focus of the role will be to support the Events Manager on cultivation and stewardship events, predominantly for our high value supporters. As part of the Event Team this role will support on developing our programme of events for the £70 million appeal to build the Oak Cancer Centre, working with fundraisers, a high profile appeal board and, for specific events, the Royal household. The appeal was launched with a dinner hosted by our President, HRH The Duke of Cambridge followed by a series of events including a gala dinner at Buckingham Palace in June 2018. This role will lead on the planning and delivery of other similar events for the appeal, including events to launch our new high value stewardship circles. The post holder will also support on a portfolio of key engagement and thanking events for the Charity such as our legacy marketing events and our annual 'Celebrate a Life' Christmas events.

The role will suit a motivated and driven individual who enjoys working in a highly productive way in a busy environment. We see events as a growing area for the charity so this role would suit someone who wants to support this development. The Charity is at the beginning of a period of transformational growth, so this is an exciting time to join and play a key role in delivering our ambitious strategy.

You will be exceptionally well-organised and work well in a team. You have the skills and ability to effectively plan and prioritise a complex and varied workload, work under pressure and to tight deadlines whilst maintaining positive relationships. You will have a proven ability and passion for relationship building and event support.

2. Key areas of responsibility

Event support

- Support the Events Manager in delivery of all agreed Royal Marsden Cancer Charity events
- Support fundraisers leading on the delivery of small or third party events
- Support on the implementation of an event brief, project plan and project planning group (where relevant) for each event in conjunction with Charity, Marketing and Communications stakeholders and where relevant, other hospital departments
- Alongside the Events Manager work with the Marketing team to deliver event materials
- Ensure RSVPs are monitored in a timely way and communicated to relevant stakeholders. Provide support for the follow-up with guests after each event
- Source appropriate venues and suppliers for events and helping build relationships with these contacts.

- Delivering events on the day, supporting all on-site requirements.

Event strategy

- Working closely with the Events Manager, develop an events strategy for the agreed supporter events programme
- Support continuous evaluation of the events programme, ensuring learning is incorporated into the planning and delivery of future events.
- Working closely with the Events Manager and Philanthropy team, on the development of a programme of events for the £70 million OCC appeal
- Where appropriate, lead or support on the creative development of new event concepts
- Take ownership of the Charity's supporter events programme (excluding mass participation events), ensuring risks are escalated as per agreed processes and the opportunities are acted upon
- Take a role in ensuring that event data is recorded to agreed standards on the fundraising database, Raiser's Edge and work with the Database team as needed to refine processes.

Communication and stakeholder management

- Ensure that communication with guests about events is delivered to a consistently high standard
- Ensure that senior leadership, hospital staff and volunteers are well briefed ahead of each event, with clear objectives, roles and supporting information
- Develop and maintain strong working relationships with key stakeholders across The Royal Marsden and Royal Marsden Cancer Charity to ensure smooth coordination of all event activity.

Other

- Support the Philanthropy Team on preparation for Appeal Board meetings
- Support arranging bespoke hospital tours for certain high level supporters, liaising with relevant hospital staff and fundraisers to ensure their successful execution
- Promote the work of The Royal Marsden Cancer Charity both internally and externally
- Support the Philanthropy Team, and Philanthropy Team leadership, where required

General responsibilities

Build relationships at all levels to support the successful delivery of events.

Ensure that donor records are accurate and kept up to date and that all information relating to donors is produced and stored in line with data protection regulations and best practice.

Constantly strive for value for money and greater efficiency

Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager.

3. Employee Specification (E = Experienced / D = Desirable)

Candidates must be able to demonstrate	E/D
Experience gained in a fundraising, event organisation or marketing environment	E
Attention to detail and meticulous organisational skills	E
Experience of developing and maintaining administrative systems	E
Ability to work in a team and using your own initiative	E
A positive attitude and enthusiasm for operating as part of a team.	E
Computer literacy, including Excel and Word	E
Commitment to working in a supporter-focused environment	E
Demonstrable interest in fundraising	E
High level of flexibility, initiative, self-motivation and energy	E
Commitment to the core values of The Royal Marsden and an interest in cancer and health issues	E
Experience of using a complex CRM system – preferably Raiser’s Edge	D
Experience of dealing with senior staff and high net worth individuals in a professional manner	D
Experience of negotiating and managing relationships with external suppliers	D
Excellent written and verbal communication skills and the ability to present information for a range of audiences in a variety of formats	D
Educated to degree level	D

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.

4. Confidentiality and Data Protection

- All employees of The Royal Marsden Cancer Charity must not, without prior permission, disclose any information regarding patients or staff (please also see the Charity’s policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal.

- All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which comes in to effect from May 2018 and sets out requirements for how organisations will need to handle personal data.

5. Health and Safety

- All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and the charities policies on health and safety.

6. Customer Service Excellence

- All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, donors, supporters, volunteers and staff with professionalism, respect and dignity.

7. Equality and Diversity Policy

- The Royal Marsden Cancer Charity is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

8. No Smoking Policy

- There is a no smoking policy at The Royal Marsden Cancer Charity.

9. Review of this Job description

- This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organisation.