



THE ROYAL MARSDEN CANCER CHARITY

Job description

Philanthropy Executive

**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
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:	Head of Trusts and High Value Committees
ACCOUNTABLE TO:	Associate Director of Philanthropy
LOCATION:	London (but also required to work in Sutton)
LIAISES WITH:	Head of Individual and Corporate Philanthropy, Senior Philanthropy Manager, Philanthropy Managers and Executives, Prospect Research Manager and Executive, and the Database, Finance, Events, Marketing, Communications and Digital teams. RMCC Chairman and Trustees, Chairman of the Appeal and Appeal Board members. RMCC donors, supporters and volunteers. Royal Marsden senior leadership and medical staff

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 Royal Marsden Cancer Charity has just begun an ambitious three-year strategy that aims to significantly grow our income. Along with funding an existing world-class programme of research, treatment and care, we are also raising £70 million, in our biggest capital appeal ever, to build the Oak Cancer Centre that will provide radical new solutions for the research and treatment of cancer. The role of Philanthropy Executive will be at the heart of this.

We are a high performing team, and this role presents an exciting opportunity to play a vital role in helping us to realise our ambition. You will help to shape and deliver the new fundraising strategy to build upon, and significantly increase, funding to the hospital's priority projects.

As Philanthropy Executive you will support every aspect of our trust fundraising programme. You will build relationships with new and existing trust supporters, liaise with our clinical teams to collate the information needed to write outstanding proposals. You will have a proven ability and passion for relationship management, and for producing successful tailored, well-presented and well-written proposals.

2. Key areas of responsibility

- Build relationships with new and existing trusts and foundations with a focus on securing five and six figure donations in line with agreed targets
- Proactively manage and develop the Small Trust programme (supporters giving <£10,000) and a portfolio of other existing supporters and potential prospects
- Liaise directly with clinical team members across The Royal Marsden to gather the information necessary to produce proposals and updates for trust supporters
- Support the development and implementation of solicitation and stewardship plans, including writing excellent proposals and cases for support for trusts and foundations and for the wider philanthropy team, as required
- Support the Trust Philanthropy team with the production of briefings and provide support for mailings and events, i.e. data processing, thank you communications, update mailings.
- Work with both colleagues and Senior Volunteers to ensure the most effective approaches are made to secure funds from potential trust supporters
- Work closely with the wider Philanthropy Team, and other fundraising teams, to support the strategy in the context of achieving the team's and charity's overall objectives and targets
- Contribute to the implementation of the Trust philanthropy strategy and lead on certain aspects according to experience and development requirements
- Develop strong relationships with key internal and external stakeholders involved with the hospital, influencing effectively to secure favourable outcomes for The Royal Marsden
- Support the Philanthropy Team by:
 - contributing to the annual planning and reporting process
 - reporting against agreed income and expenditure budgets
- Work closely with the wider Philanthropy Team, and other fundraising teams, to support the strategy in the context of achieving the team's and charity's overall objectives and targets

3. General responsibilities

- Build relationships at all levels to ensure the work of the charity and its needs are understood and actively supported by other teams

- Forge positive relationships across The Royal Marsden NHS Foundation Trust in order to ensure support for and achieve fundraising, and wider organisational, goals
- 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
- Manage risk and mitigation of those risks associated with complaints. This includes responsibility for our accountabilities as a member of the Fundraising Regulator
- Constantly strive for value for money and greater efficiency; advise on the best use of available budget and contribute to the annual income and expenditure budget planning process
- Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager

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

Candidates must be able to demonstrate	E/D
Experience of trust fundraising including proven success and involvement securing five figure gifts and managing relationships	E
Ability to produce well-presented and well-written proposals to successfully secure donations	E
Experience of identifying and qualifying new trust prospects including being able to interpret financial records.	E
Excellent interpersonal and communication skills, evidenced by close, successful relationships with donors, board members, VIPs, stakeholders and senior volunteers and ambassadors	E
Able to provide and receive highly complex, sensitive and confidential information, and negotiate with senior stakeholders	E
Excellent organisational skills and attention to detail	E
Able to problem solve, adaptable, flexible and able to cope with uncertainty and change	E
Able to respond sensitively and appropriately to emotional circumstances, including distressed/bereaved donors	E
An interest in cancer and health issues	E
Educated to degree level	D
A track record of successfully fundraising for a major charitable project or appeal	D
An understanding of NHS practices and procedures	D
Experience of using Raiser's Edge	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.

5. 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.

6. 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.

7. 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.

8. 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.

9. No Smoking Policy

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

10. 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.