

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.

At The Royal Marsden we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they deserve the very best. That's why the pursuit of excellence lies at the heart of everything we do and why The Royal Marsden Cancer Charity exists.

Thanks to our supporters, we continue to be there for everyone who needs us. 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.

**PHILANTHROPY MANAGER
THE ROYAL MARSDEN
CANCER CHARITY**

JOB DESCRIPTION

JOB TITLE:	Philanthropy Manager
SALARY:	Competitive
BENEFITS:	NHS pension, employee benefits and staff rewards
CONTRACT:	Permanent
HOURS OF WORK:	37.5 per week
EMPLOYER:	The Royal Marsden NHS Foundation Trust
DIRECTORATE:	The Royal Marsden Cancer Charity (RMCC)
RESPONSIBLE TO:	Senior Philanthropy Manager
ACCOUNTABLE TO:	Associate Director of Philanthropy
LOCATION:	London (but also required to work in Sutton)
LIAISES WITH:	Head of Individual and Corporate Philanthropy, Head of Trusts and High Value Committees, 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.

Overview of the role and responsibilities

The Royal Marsden Cancer Charity exists to raise funds for state-of-the-art equipment, ground-breaking research and to create the very best patient environments within The Royal Marsden.

Our Charity has ambitious plans to develop its fundraising and the role of Philanthropy Manager will be at the heart of its growth. Along with funding an existing world-class programme of research and care, we have also agreed plans for a capital redevelopment project that will provide radical new solutions for the treatment of cancer. The £70 million capital appeal, to build the new Oak Cancer Centre will be a key part of the role, as well as developing existing fundraising to support the ongoing work and needs of the hospital.

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 to double our annual income. As Philanthropy Manager you will help to deliver the largest fundraising appeal in the charity's history. You will also help to shape and deliver our fundraising strategy to build upon, and significantly increase, funding to the hospitals priority projects.

As Philanthropy Manager you will manage Senior Volunteer relationships including supporting on the effective management of Appeal Board members and leading on the recruitment of new Senior Volunteers and Ambassadors. You will work with our wide network of volunteers to identify and initiate relationships with prospective individual donors to raise six figure and multi-million pound gifts. You will have a proven ability and passion for relationship management and donor acquisition, driving the delivery of our new, acquisition, donor centric strategy for individual and corporate philanthropy.

KEY TASKS AND RESPONSIBILITIES

- Identify new, and build existing, relationships with individuals with a focus on securing six and possibly seven figure donations in line with agreed targets
- Lead on the development of relationships with key members of the Appeal Board and existing Senior Volunteers
- Lead on the recruitment of new Senior Volunteers to identify new potential donors and ensure the most effective approaches are made to secure funds
- Contribute to the implementation of the individual and corporate 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 and The Royal Marsden Cancer Charity
- Develop solicitation and stewardship plans for a portfolio of donors and prospects in the UK and abroad
- Support the Philanthropy Team by:
 - contributing to the annual planning and reporting process
 - reporting against agreed income and expenditure budgets

- Be the Philanthropy Team lead for the review and implementation of the team's approach to mid value face to face donors, ensuring the delivery of an appropriate stewardship programme and working closely with Individual Giving and other internal teams on the implementation of a cross team supporter journey
- Work with the relevant teams to help contribute to the events strategy and create high calibre prospecting and stewardship events
- 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

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

Person Specification

Extensive experience of high value fundraising including proven success and involvement securing six figure gifts and managing relationships	E
An outstanding track record and aptitude for high value acquisition	E
Highly proactive and self-sufficient	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
Highly numerate; able to understand and interpret budgets and financial reports	E
Able to respond sensitively and appropriately to emotional circumstances, including distressed/bereaved donors	E
Educated to degree level	D
A track record of successfully fundraising for a major charitable project or appeal	D
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
Experience of using Raiser's Edge	D

Confidentiality and Data Protection Act

All employees must not, without prior permission, disclose any information regarding patients or staff (please also see the 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. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Safeguarding Children and Vulnerable Adults

All staff must be familiar with and adhere to the child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

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 policies on health and safety.

Customer Service Excellence

All staff are required to support the commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

Emergency Planning

In accordance with responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

Equal Opportunities

We aim to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. We commit to promoting equal opportunities and will keep under review policies, procedures and practices to ensure that all users and providers of services are treated according to their needs. The policy also applies to staff working within The Royal Marsden NHS Foundation Trust.

No Smoking Policy

It is our policy to promote health. Smoking is actively discouraged and is prohibited in most areas of the Hospital, including offices, with the exception of designated smoking areas on both sites.

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 organization, in which case it will be reviewed in conjunction with the post holder.

Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974, meaning that any criminal conviction must be made known at the time of application.