

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 EXECUTIVE, SPECIAL EVENTS & COMMITTEES**

### **THE ROYAL MARSDEN CANCER CHARITY**

#### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Philanthropy Executive, Special Events & Committees
<b>SALARY:</b>	Competitive
<b>HOURS OF WORK:</b>	37.5 per week
<b>DIRECTORATE:</b>	Royal Marsden Cancer Charity
<b>ACCOUNTABLE TO:</b>	Associate Director of Philanthropy - The Royal Marsden Cancer Charity
<b>RESPONSIBLE TO:</b>	Philanthropy Manager, Special Events & Committees
<b>LOCATION:</b>	London (may be required to work in Sutton on occasion)
<b>LIAISES WITH:</b>	Philanthropy team, Database team, Finance, Marketing, Communications and Digital teams. Individual Giving and Community Fundraising.  Charity donors, supporters and volunteers, third party suppliers, agencies and consultants, senior medical staff and facilities staff.

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## 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 is growing quickly and has ambitious fundraising targets to reach, and the role of Philanthropy Executive will be vital to our success. Along with funding an existing world-class programme of research and care, we have also launched an appeal for a capital redevelopment project that will provide radical new solutions for the treatment of cancer. This role will support an important income stream, assisting with the management of a wide range of supporters, many of whom are high profile individuals with the networks and capacity to raise significant funds for our charity.

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. This role will play a vital role in helping us to deliver on an ambitious fundraising strategy for the benefit of our patients. As Philanthropy Executive you will support a growing income stream from special events, high value fundraising committees, and tribute funds. Several of these dedicated fundraisers have already raised 6 and 7 figure sums for The Royal Marsden Charity, often through the delivery of high profile and creative fundraising events. They range from the incredible galas hosted by the Lady Garden Foundation to the adventurous cyclists of Le Cure.

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. You will also have a high level of numeracy, literacy and database skills - ideally Raiser's Edge. As tribute funds are often set up to raise funds in memory of someone who has passed away, you will need to be able to support these fundraisers with sensitivity and compassion.

## Overview of the role and responsibilities

### Event support and delivery

- Support on all Special and High Value Committee Events; tasks where the post holder might support include:
  - taking minutes at high value committee meeting events
  - securing patient and clinical speakers
  - management of event bookings
  - sourcing auction prizes
  - producing marketing collateral, in liaison with relevant internal teams
  - producing event briefings
  - securing, briefing and managing volunteers
  - thanking sponsors and supporters
- Support on the night for large scale fundraising events
- Supporting payment processing after events
- Keeping donor records on Raisers Edge up to date following all events ensuring gift aid declarations are correctly recorded

## **Relationship management**

- Develop and maintain relationships with all our HVC/Tribute supporters
- Respond to relevant enquiries and communicate professionally with supporters by telephone, in writing and in person
- Manage your own portfolio of tribute funds, primarily at the 5 figure level
- Produce regular updates on work funded by Committees and Tribute Funds, working in liaison with grant recipients within the hospital to produce inspiring updates
- Support the Philanthropy Manager, Special Events & Committees with all tasks relating to High Value Tribute Funds and Events Committees

## **Gift Processing and Fulfilment**

- Liaise with finance and the data team regarding incoming donations for the HVC/Tribute income stream, as well as supporting the wider Philanthropy team as required
- Manage the Philanthropy team's Gift Aid, ensuring compliance on applicable donations against agreed targets Track income against agreed fundraising targets, and communicate progress to the whole team
- Track pledged income where recorded and work with fundraisers to prompt donors where appropriate

## **General responsibilities**

- Promote the work of The Royal Marsden Cancer Charity both internally and externally
- Work collaboratively with the Individual Giving and Database teams when required, to undertake data processing tasks using Raisers Edge to the highest standard of accuracy and to cover their role during holiday time
- Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager.
- Build relationships at all levels to ensure the successful delivery of philanthropy comms and donor stewardship.
- 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.

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## Person Specification

Experience of office work	E	A/I
Attention to detail and meticulous organisational skills	E	A/I
Experience of developing and maintaining administrative systems	E	A/I
Ability to work in a team and on own initiative	E	A/I
Excellent written and verbal communications skills	E	A/I
Computer literacy, including Excel and Word	E	A/I
Commitment to working in a supporter-focused environment	E	A/I
Demonstrable interest in fundraising	E	A/I
High level of flexibility, initiative, self-motivation and energy	E	A/I
Willingness to work beyond normal office hours when necessary	E	A/I
Commitment to the core values of The Royal Marsden	E	A/I
Experience gained in a fundraising, event organisation or marketing environment	D	A/I
Experience of using a complex CRM system – preferably Raiser’s Edge	D	A/I
Experience of dealing with senior staff and high net worth individuals in a professional manner	D	A/I
Experience of negotiating and managing relationships with external suppliers	D	A/I

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## **Confidentiality and Data Protection Act**

All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust'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. 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 Trust's 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 Trust policies on health and safety.

## **Customer Service Excellence**

All staff are required to support the Trust's 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 the Trust's 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**

The aim of the Trust's policy is 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. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs. The policy also applies to staff working within the Trust.

## **No Smoking Policy**

It is the policy of the Trust 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.