

JOB DESCRIPTION

JOB TITLE:	Philanthropy Manager, Special Events & Committees
SALARY:	Competitive
BENEFITS:	Pension, employee benefits and staff rewards
HOURS OF WORK:	37.5 per week
ACCOUNTABLE TO:	Associate Director, Philanthropy
RESPONSIBLE FOR:	Philanthropy Executive – Special Events
RESPONSIBLE TO:	Senior Events Manager, Philanthropy
LOCATION:	London (but also required to work in Sutton)
LIAISES WITH:	<p>Head of Individual Philanthropy and Events, Head of Corporate Philanthropy, Senior Philanthropy Manager, Philanthropy Managers and Executives, Prospect Research Senior Manager and Executives, 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. Royal Marsden senior leadership and medical staff.</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 Royal Marsden Cancer Charity is currently implementing 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 Special Events and Committees Manager role 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.

As Special Events and Committees Manager you will lead on developing a growing income stream from high value fundraising committees, special events and tribute funds. Our current supporters in this area consistently raise in the region of £1 million for The Royal Marsden Cancer Charity. We are fortunate to

work with some incredible supporters ranging from the Lady Garden Foundation, who run a portfolio of successful events, and the fantastic Le Cure committee who put on an annual cycling event, to this year organising an event at the exclusive Annabel's. We need an ambitious fundraiser to join us and deliver a new fundraising strategy for this area. You will work with a brilliant group of existing supporters as well as developing our new business pipeline, including aiming to form new fundraising committees, in order to significantly increase funding to the hospital's priority projects. We have seen a 4 fold increase in our philanthropy team's income in the last few years and we know that the potential in the special events and committees area is equally significant.

You will have a proven ability and passion for relationship building and special event management. You will have the initiative and flexibility to work closely with supporters and other fundraising teams to identify and optimise new opportunities to ensure increased income. As tribute funds are often set up to raise funds in memory of someone who has passed away, you will need to be skilled at working sensitively with some of our most passionate supporters. This role will provide an excellent opportunity for someone who wants to grow an area with huge potential by managing a diverse portfolio of events, developing new event opportunities and recruiting and working with an inspiring group of volunteers.

2. Key areas of responsibility

- Develop and implement the Committees, Events and Tributes strategy and lead on its implementation.
- Work closely with Senior Events Manager as part of a newly created events team within the Philanthropy team supporting Philanthropy Team and Charity wide events.
- Build existing relationships with external committees to support and manage 6-7 figure fundraising initiatives and special events, in order to secure income in line with agreed targets.
- Work in partnership with committees to deliver special events, ensuring all elements are successfully delivered with the maximum income raised for RMCC. Will vary depending on the committee but could encompass project management, sourcing prizes, material production, budget management and working with external suppliers.
- Identify and secure new opportunities, and respond to and assess external fundraisers' initiatives, to ensure that we maximise income.
- Prepare excellent presentations to individuals and companies, sponsorship proposals, correspondence and briefings for volunteers.
- Develop proposals and stewardship plans for your portfolio of donors, to ensure efficient internal processes and to encourage donor retention. Ensure that all high value fundraisers are fully briefed on the charity and its work and are provided with event management guidelines.
- Provide excellent line management of the Philanthropy Executive – Special Events and Committees, supporting their development and enabling them to achieve their objectives.
- Develop strong relationships with key internal and external stakeholders, 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

Extensive experience of high value fundraising including proven success and involvement securing six figure partnerships/events and managing relationships	E
An outstanding track record and aptitude for project managing a range of different sized, profitable events	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, interpret and manage budgets and financial reports	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
Experience of corporate philanthropy and fundraising programmes	D
An understanding of NHS practices and procedures	D
Experience of using Raiser's Edge	D

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.