



**THE ROYAL MARSDEN CANCER CHARITY**

**Job description**

**New Business Manager**

**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.**

<b>JOB TITLE:</b>	New Business Manager
<b>SALARY:</b>	£35,000 - £38,000 (depending on experience)
<b>BENEFITS:</b>	Pension, employee benefits and staff rewards
<b>CONTRACT:</b>	Permanent
<b>HOURS OF WORK:</b>	37.5 per week
<b>EMPLOYER:</b>	The Royal Marsden Cancer Charity (RMCC)
<b>DIRECTORATE:</b>	Philanthropy & Partnerships Directorate
<b>RESPONSIBLE TO:</b>	Head of Corporate Partnerships
<b>ACCOUNTABLE TO:</b>	Associate Director of Philanthropy & Partnerships
<b>LOCATION:</b>	London (but also required to work in Sutton on occasion)
<b>LIAISES WITH:</b>	Philanthropy and Partnerships team members, alongside the Database, Finance, Events, Marketing, Communications and Digital teams.  RMCC corporate partners, donors, and volunteers. Corporate Partnerships Board members. Royal Marsden 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.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment, and care, the Charity is soon to close our largest capital appeal to date. We are nearly at our £70 million target to build the Oak Cancer Centre. The OCC will provide radical new solutions for the research and treatment of cancer and has captured the excitement and support of existing and new corporate partners.

At the same time, we are working closely with the hospital on plans for a new major redevelopment project to launch in 2023-24. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients.

The Corporate Partnerships team is in a strong position, having grown income from £700k in 2019/20 to be on track to meet its target of £1.4million in 2022/23. Our ambitions to continue to grow will be set out in the new Philanthropy and Partnerships strategy, due to go live in April 2023.

Thanks to a newly formed Corporate Partnerships Board, a committed network of senior volunteers, a varied pipeline and outstanding projects, this role will support and play a vital part in helping us achieve long-term growth, by focusing on proactive new business.

Our Trustee, Appeal and Non-Executive Boards at the Charity and the hospital include well networked leaders from a range of industries. In addition to driving new business activity, the New Business Manager will play an active role in supporting the newly formed Corporate Partnerships Board, ensuring we are utilising our networks to identify and initiate relationships with prospective corporate partners. You will have a proven ability and passion for securing new corporate partnerships and will thrive on the opportunity to play an important role in the growth of corporate partnerships at the Charity.

## 2. Key areas of responsibility

- Accountable for achieving an individual annual new business targets which will be a proportion of the overall target for the financial year. This target will be split between the Head of Corporate Partnerships, this post holder and another New Business Manager
- Accountable for achieving agreed annual new business targets. The overall new business target for the 2022/23 financial year is £668,000, which will be split between the New Business Manager and Head of Corporate Partnerships
- Develop acquisition and solicitation plans for a portfolio of prospective corporate partners

- Work with the Head of Corporate Partnerships, to ensure the growth and success of the Corporate Partnerships Board, building upon existing and developing new senior volunteer links
- Work with the Corporate Partnerships team and colleagues throughout the Charity, to develop compelling and bespoke propositions for prospective corporate partners
- Supported by the Head of Corporate Partnerships and other members of the team, lead on the acquisition, pitch and negotiation stages of the new business process and ensure the smooth transition of partners to the account management team
- Contribute to the Corporate Partnerships strategy and annual planning process and accurately report against income and expenditure budgets on a monthly basis
- Work with the Head of Corporate Partnerships and wider team to ensure knowledge of the work of the Corporate Partnerships team is widely understood across the Charity and with key stakeholders within the hospital, to maximise the value and success of partnerships
- Work with colleagues across the Philanthropy & Partnerships to support the implementation of the Philanthropy & Partnerships strategy, identifying development opportunities within this
- Develop strong relationships with key internal and external stakeholders at the hospital, influencing effectively to secure favourable outcomes for The Royal Marsden Cancer Charity

### **3. General responsibilities**

- 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; contributing 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. 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 came into effect in 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

## 10. Employee Specification (E = Experienced / D = Desirable)

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

<b>Candidates must be able to demonstrate</b>	<b>E/D</b>
Experience of corporate fundraising, including demonstratable experience of taking partners through the entirety of the prospecting cycle, from identifying the prospect to securing the partnerships	E
Evidence of successful income performance against targets and ability to understand and report against budgets	E
Highly proactive and self-sufficient	E
Excellent interpersonal and communication skills, evidenced by close, successful relationships with corporate partners, stakeholders and volunteers	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
A track record of successfully fundraising for a major charitable project or appeal	E
Able to provide and receive highly complex, sensitive and confidential information	E
Able to respond sensitively and appropriately to emotional circumstances, including distressed/bereaved donors	E
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
Experience of using Raiser's Edge	D

