



THE ROYAL MARSDEN CANCER CHARITY

Job description

Philanthropy Executive (Major Gifts)

**PHILANTHROPY EXECUTIVE, MAJOR GIFTS
THE ROYAL MARSDEN CANCER CHARITY**

JOB DESCRIPTION

JOB TITLE:	Philanthropy Executive (Major Gifts)
SALARY:	£23,000 - £26,000 (depending on experience)
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 & Partnerships Team
RESPONSIBLE TO:	Head of Major Gifts and Events with direct line management by Senior Philanthropy Manager
ACCOUNTABLE TO:	Associate Director of Philanthropy and Partnerships
LOCATION:	Hybrid, with a mix of homebased and office working, based at our Chelsea site, with occasional working from Sutton
LIAISES WITH:	Managing Director, Head of Trusts, Stewardship and Philanthropy Communications, Senior Philanthropy Manager Stewardship and Communications, Head of Corporate Partnerships, Senior New Business Manager, Corporate Partnerships Manager, Senior Philanthropy Manager (Major Gifts), Senior Manager Philanthropy Research & Operations, Philanthropy Managers and Executives and the Data, Finance, Events, Marketing, Communications, Digital, Individual Giving, Community Fundraising, Legacy and Grants teams.

RMCC Overview

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 its largest capital appeal to date, raising over £70 million to build the Oak Cancer Centre in Sutton.

We are now 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.

Role Overview

As Philanthropy Executive you will play a vital role in the team. You will support the Major Gifts team with the management of our major supporters, which at times will also involve relationships with the Appeal Board. Your role will enable the team to grow relationships with current donors and prospective individual donors to raise high level gifts.

You will be a proactive individual with a proven ability and passion for relationship management, excellent attention to detail and writing skills.

This is an opportune time to join The Royal Marsden Cancer Charity as we work with the hospital to open the Oak Cancer Centre and as we embark on our exciting new strategy and next appeal to fund the world leading work of The Royal Marsden. We are a high performing team, and this role presents an exciting opportunity to play a vital part in helping us to realise our ambition whilst developing your career within an ambitious organisation.

Key areas of responsibility

- Support the Major Gifts Team with administrative tasks which aid their relationships with existing donors, including writing emails and proposals, organising behind the scenes tours and helping develop solicitation and stewardship plans for a portfolio of donors and prospects
- Assist the Major Gifts team with the development of relationships with key members of the Appeal Board and tasks associated with Appeal activity
- Assist the Major Gifts team to identify potential donors and provide administrative support which ensures the most effective approaches are made to secure funds and further introductions
- Develop strong relationships with key internal and external stakeholders involved with the hospital, influencing effectively to secure favourable outcomes for The Royal Marsden
- Play a vital role in supporting the P&P leadership team with their donor and prospect relationships, including the Associate Director, Philanthropy and Partnerships, and Head of Major Gifts and Events
- Support the Philanthropy Team by contributing to the annual planning and reporting process
- 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 (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.

Candidates must be able to demonstrate	E/D
Interest in philanthropic giving and high value fundraising	E
Experience of working for a charity	E
Highly proactive and self-sufficient	E
Excellent interpersonal and communication skills	E
Strong and effective written skills evidenced in communications including emails, cover letters, reports, updates etc to donors and stakeholders	E
Excellent organisational skills and attention to detail	E
Able to problem solve, be 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
Experience of high value fundraising	D
An interest in cancer and health issues	D
Experience of using Raiser's Edge	D

1. Confidentiality and Data Protection

- 1.1 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.

- 1.2 All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which comes into effect from May 2018 and sets out requirements for how organisations will need to handle personal data.

2 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.

3. 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.

4. 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.

5. No Smoking Policy

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

6. 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.