

# THE ROYAL MARSDEN CANCER CHARITY

**Job description**

**Philanthropy Executive - Trusts**

## 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.**

**JOB TITLE:** Philanthropy Executive - Trusts

**SALARY:** £23,000 - £26,000

**BENEFITS:** Pension, employee benefits and staff rewards

**CONTRACT:** Permanent

**HOURS OF WORK:** 37.5 per week (flexible daily hours)

**EMPLOYER:** The Royal Marsden Cancer Charity (RMCC)

**DIRECTORATE:** Philanthropy and Partnerships

**RESPONSIBLE TO:** Philanthropy Manager – Trusts

**ACCOUNTABLE TO:** Head of Trusts, Stewardship and Philanthropy Communications

**LOCATION:** London (also may be required to work in Sutton), with

 hybrid working option

**LIAISES WITH:** Associate Director, Philanthropy and Partnerships; Head of Trusts, Stewardship and Philanthropy Comms; Head of Individuals and Events; Head of Research and Operations; Head of Corporate Partnerships

Philanthropy Managers and Executives; Prospect Research Manager and Executives; Senior Stewardship and Philanthropy Comms Manager and Executives

Community, Legacy, Individual Giving, Database and Finance teams.

Marketing, Communications and Digital teams.

RMCC donors, supporters and volunteers.

Royal Marsden senior leadership and 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 in recent years. At the heart of this growth was the Charity’s largest ever capital appeal, the Oak Cancer Centre (OCC). The appeal is now complete, with over £70m raised, and the Centre is due to open in 2023. This is an opportune time to join the Charity as we build on the success of the OCC and develop our next large-scale capital fundraising appeal. We also continue to raise funds for pressing hospital needs including new equipment, research projects and additional support for patients.

We are a high performing team, and the Philanthropy Executive - Trusts role presents an exciting opportunity to play a vital part in helping us to realise our ambition. You will support every aspect of our trust fundraising programme. This will include building relationships with new and existing trust supporters and liaising with our clinical teams to collate the information needed to write outstanding proposals.

**2. Key areas of responsibility**

* Proactively manage and develop the Small Trust programme (supporters giving <£1o,000) and a portfolio of other existing supporters and potential prospects
* Build relationships with new and existing trusts and foundations with a focus on securing four and five figure donations in line with agreed targets.
* Write excellent proposals and cases for support for trusts and foundations and for the wider philanthropy team, as required
* Liaise directly with clinical team members across The Royal Marsden to gather the information necessary to produce proposals and updates for trust supporters
* Support the development and implementation of solicitation and stewardship plans, ensuring that we meet our donor’s requirements and demonstrate the impact of their support
* Support the Philanthropy and Partnerships team with administration, including the production of briefings, support for mailings and events, income processing, thank you communications and update mailings
* Work with both colleagues and Senior Volunteers to ensure the most effective approaches are made to secure funds from potential trust supporters
* Work closely with the wider Philanthropy and Partnerships team, and other fundraising teams, to support the strategy in the context of achieving the charity’s overall objectives and targets
* Contribute to the implementation of the Trust philanthropy strategy and lead on certain aspects according to experience and development requirements
* Support the Philanthropy and Partnerships team by:
	+ contributing to the annual planning and reporting process
	+ reporting against agreed income and expenditure budgets
* Work closely with the wider Philanthropy and Partnerships, 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 (E = Experienced / D = Desirable)**

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| --- | --- |
| **Candidates must be able to demonstrate**  | **E/D**  |
| Ability to produce well-presented and well-written documents  | E  |
| Excellent interpersonal and communication skills  | 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  |
| Able to respond sensitively and appropriately to emotional circumstances, including distressed/bereaved donors  | E  |
| An interest in cancer and health issues  | E  |
| Familiarity of working in a charity environment | D |
| Familiarity of the charity sector and an understanding of fundraising, particularly trust fundraising | D |
| Experience of using Raiser’s Edge or similar fundraising database | D  |

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

**5. 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 set out requirements for how organisations will need to handle personal data.

**6. 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.

**7. 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.

**8. 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.

**9. No Smoking Policy**

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

**10. 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.

**For more information please contact:**

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