



Job title	New Business Manager
Directorate	Philanthropy & Partnerships
Accountable to	Associate Director of Philanthropy & Partnerships
Responsible to	Head of Corporate Partnerships

About us

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 has recently completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site.

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.

The Corporate Partnerships team

Working for us offers you a challenging and rewarding career, as well as the chance to really improve the lives of those living with cancer.

Our team sits in the Philanthropy and Partnerships Directorate, a high performing function that is responsible for all areas of high value fundraising including major donors, trusts and foundations, corporate partners and special events/high value committee supporters.

Currently a team of five, we have seen income grow from £700k in 2019/20 to £1.7million in 2022/23.

It's a hugely exciting time to join the team as the growth of Corporate Partnerships is a priority for the Charity. With high profile partnerships already in place with the likes of Ralph Lauren and Banham and the Charity's first Corporate Partnerships Board having recently been formed, there is huge momentum to push ahead and secure high value national partnerships.

Job purpose

Thanks to a newly formed Corporate Partnerships Board, a committed network of senior volunteers, a varied pipeline and outstanding projects, this is a vital role in securing new long-term, high value corporate partnerships.

Working relationships

- 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 staff.

Key areas of responsibility

- Play a key role in achieving agreed new business targets. The new business target for 2023/24 is £600k.
- Develop acquisition and solicitation plans for a portfolio of prospective corporate partners, leading on the pitch and negotiation stages for these prospects
- Ensure a smooth transition of partners to account managers, once secured
- Alongside the Head of Corporate Partnerships, to ensure the growth and success of the Corporate Partnerships Board
- Develop compelling and bespoke propositions for prospective corporate partners
- Contribute to the annual business planning process and accurately report against income and expenditure budgets on a monthly basis
- Work with key stakeholders within the hospital and Charity, to maximise the value and success of partnerships
- Ensure 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
- Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

Candidates must be able to demonstrate	Essential (E) or Desirable (D)
Experience and knowledge	
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
Experience of successful managing key relationship with partners, stakeholders and volunteers	D
A track record of successfully fundraising for a major charitable project or appeal	D
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
Experience of using Raiser's Edge	D
Key competencies	
Highly proactive and self-sufficient	E
Excellent interpersonal and communication skills	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
Able to provide and receive highly complex, sensitive and confidential information	E

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of service

Salary	£39,000 - £42,000 per annum
Contract Type	Permanent
Hours of work	37.5 per week
Location	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from Sutton
Benefits	<p>27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more.</p> <p>Refer to our summary of benefits information attached, and on our website for further details</p>

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of benefits

Work environment

- Bright modern office in Chelsea, a short walk from South Kensington station
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens

Pay and pension

- Competitive salaries benchmarked against the market with annual increases
- Auto- enrolment in our Aviva pension scheme from day one
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service)

Work-life balance

- Enhanced occupational maternity and adoption leave and pay
- Flexible working options to support those with caring responsibilities

Holidays and time off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year

Health and wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing
- Free sight test every two years and contribution towards any glasses required for work purposes
- Generous paid sick leave based on service
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme

Flexible working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm
- Provision of equipment needed to work comfortably from home