



<b>Job title</b>	Corporate Partnerships Manager
<b>Directorate</b>	Philanthropy & Partnerships
<b>Accountable to</b>	Head of Corporate Partnerships
<b>Responsible to</b>	Senior Corporate Partnerships Manager

## 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 improve the lives of those living with cancer.

The Corporate Partnerships 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 four, we have seen income grow from £700k in 2019/20 to £1.3million in 2022/23. 2023/24 has been another successful year which we plan to leverage and build upon into the future as part of a new five-year strategy.

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 launched, there is much momentum to push ahead and secure high-value, national partnerships, in support of The Royal Marsden's incredible work.

## Job purpose

This role will deliver excellent stewardship to a portfolio of current partners, delivering against individual and team income targets. It will support the development and growth of corporate income, in line with our five-year strategy, through developing exceptional relationships and driving impact.

## Working relationships

The role liaises with multiple stakeholders; internally, these include colleagues in Stewardship and Communications, Major Gifts, Events, Trusts, Philanthropy Research, Marketing, Communications, Community, Data and Finance. The role involves external stakeholder management with partners, donors and volunteers, as well as staff across The Royal Marsden.

## Key areas of responsibility

- Manage a portfolio of corporate partners, developing a comprehensive suite of fundraising and engagement opportunities, leading excellent relationships and delivering to partnership objectives (both financial and non-financial)
- Create and deliver a development/renewal and stewardship plan for each partner, and ensure all income and expenditure is recorded accurately
- Develop compelling and bespoke funding propositions for partners, to secure growth of existing partners
- Develop strong relationships with key stakeholders within the hospital and Charity, working to maximise the value and success of partnerships
- Deliver excellent partner engagement through formal and informal communications and impact reports
- Lead on developing the team's corporate volunteering proposition and processes with colleagues across the Charity and hospital
- Accurately report against income and expenditure budget/forecast on a regular basis
- Support the development of new partnerships, through close collaboration with the New Business team and wider P&P team
- Maintain excellent records on partnerships and prospects on Raiser's Edge, ensuring 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)
<b>Experience and knowledge</b>	
Experience of partnership management in a corporate partnerships/fundraising team, managing six-figure partnerships	E
Demonstrable experience of taking partners through the entirety of the sales cycle, including identifying and securing new development opportunities	E
Evidence of successful income performance against targets and ability to understand and report against budgets	E
Experience of managing successful key relationships with partners, stakeholders and volunteers	E
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
<b>Key competencies</b>	
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

<b>Salary</b>	£39,000 - £42,000 per annum
<b>Contract Type</b>	Permanent
<b>Hours of work</b>	37.5 per week
<b>Location</b>	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from Sutton
<b>Benefits</b>	<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