



<b>Job title</b>	Senior Philanthropy Manager
<b>Directorate</b>	Philanthropy & Partnerships
<b>Accountable to</b>	Head of Major Gifts & Events
<b>Responsible for</b>	Philanthropy Executive

## 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 development project which we anticipate we will start fundraising for in 2024/25. 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 Major Gifts 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.

We work with the Charity's most generous individual supporters, who make a significant difference to the work of The Royal Marsden. As a team, we pride ourselves on building excellent relationships with our donors, connecting them to the projects that they are most passionate about, and ensuring they have a truly exceptional supporter experience.

Individual philanthropy played a vital role in the success of the Oak Cancer Centre Appeal and continues to be key in funding the hospital's most urgent priorities and projects.

## Job purpose

As Senior Philanthropy Manager you will manage a portfolio of existing major donors and lead on building relationships with new potential supporters to secure 6 and 7 figure donations. Once the new Appeal is launched, you will manage relationships with Appeal Board members, working closely with the Head of Major Gifts and Events and other members of the RMCC leadership team to explore their networks, facilitate introductions and secure gifts. You will also work on the recruitment of new Senior Volunteers and Ambassadors to identify and initiate relationships with prospective supporters.

You will be a proactive individual with a proven ability and passion for relationship management and donor acquisition driving the delivery of our donor centric strategy for philanthropy.

This is an opportune time to join The Royal Marsden Cancer Charity as we embark on our new five-year strategy. 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.

## Working relationships

You will work closely with the Head of Major Gifts and Events, and regularly liaise with the Associate Director of Philanthropy and Partnerships, and Charity Managing Director. You will also work directly with teams at the hospital, as well as colleagues across P&P and Public Fundraising.

## Key areas of responsibility

- 1.1. Develop strategic and personalised solicitation and stewardship plans for a portfolio of donors and prospects in the UK and abroad.
- 1.2. Take initiative to identify and build new relationships with individuals with a focus on securing six and seven figure donations in line with agreed targets.
- 1.3. Proactively manage personal prospect pipeline to align with team strategy, driving progress in a confident and autonomous manner and working in partnership with the Head of Major Gifts and Events and other members of P&P leadership team to secure multi-year commitments from supporters.
- 1.4. Work with senior volunteers and lead on the management of these relationships to identify potential donors and ensure the most effective and strategic approaches are made to secure funds and facilitate further introductions.
- 1.5. Contribute to the development, and implementation, of the Major Gifts team's strategy and lead on certain aspects according to experience and development requirements.
- 1.6. Develop strong relationships with key internal and external stakeholders involved with the hospital, influencing effectively to secure favourable outcomes for The Royal Marsden.

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- 1.7. Support the Philanthropy & Partnerships Team by contributing to the annual planning and reporting process reporting against agreed income and expenditure budgets.
  - 1.8. Ensure that donor records on our supporter database (Raisers Edge) are accurate and kept up to date and that all information relating to donors is produced and stored in line with General Data Protection Regulation and best practice.
  - 1.9. Line manage the Philanthropy Executive, ensuring they are well supported with day-to-day tasks, wider objectives and personal development
  - 1.10. Work closely with the wider Philanthropy and Partnerships team, and other fundraising teams, to support the strategy in the context of achieving the team's and charity's overall objectives and targets.

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

<b>Candidates must be able to demonstrate</b>	<b>Essential (E) or Desirable (D)</b>
<b>Experience and knowledge</b>	
Extensive experience of high value fundraising including proven success and involvement securing six figure and above gifts and managing relationships	E
An outstanding track record and aptitude for high value acquisition	E
A track record in identifying, recruiting, and managing Senior Volunteers	E
Excellent interpersonal and communication skills, evidenced by close, successful relationships with donors, board members, VIPs, stakeholders and senior volunteers and ambassadors	E
Strong and effective written skills evidenced in communications including emails, cover letters, reports, updates etc to donors and stakeholders	E
Able to provide and receive highly complex, sensitive, and confidential information, and negotiate with senior stakeholders	E
A track record of successfully fundraising for a major charitable project or appeal	E
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
<b>Key competencies</b>	
Highly proactive and self-sufficient	E
Excellent organisational skills and attention to detail	E
Able to problem solve, adaptable, flexible and able to cope with uncertainty and change	E
Highly numerate; able to understand and interpret budgets and financial reports	E
Able to respond sensitively and appropriately to emotional circumstances, including distressed/bereaved donors	E
Experience of using Raiser's Edge	D

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>	£49,000 - £53,000 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 site
<b>Benefits</b>	27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more.  Refer to our summary of benefits information attached, and on our website for further details

## 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