



Job Title	Philanthropy Executive, Trusts
Directorate	Philanthropy and Partnerships
Accountable to	Head of Trusts, Stewardship and Philanthropy Communications
Responsible to	Philanthropy Manager, Trusts

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 completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

We have exceeded our fundraising targets, over the past three years, raising over £90m against a target of £83m and making over £82m in funding available to The Royal Marsden. However, with one in two of us expected to develop some form of cancer, it is essential that we go even further in our fundraising efforts to support the essential work of The Royal Marsden. Therefore, we have recently launched our most ambitious strategy yet, that will see us raising at least £215m over the 5-year period.

The Charity is committed to raising £150 million, through a major fundraising appeal, for a new major development project in Chelsea, which will launch 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.

Our Values

We know that to succeed it is critical to work collaboratively, with a set of shared behaviours that guide and govern how we work every day. In consultation with our staff, we have defined five Values which we believe are central to who we are and how we work and we are committed to living them daily.

We are:

Respectful

We believe in a safe, supportive workplace, seek the expertise and contribution of others and are mindful of the needs of our supporters and stakeholders.

Kind

We are caring, responsive, considerate, and generous with our time.

Ambitious

We have high aspirations and are enterprising in our approach.

Purposeful

We make informed decisions which support our agreed priorities, showing desire and determination to achieve our goals to make a tangible difference.

Versatile

We explore alternative solutions and respond positively to new opportunities to maximise our impact.

Trust team

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 build relationships with trusts and foundations and generate income, often through detailed written applications to funders. From securing eight-figure grants to delivering a series of small trust mailings throughout the year, we play a vital role in raising money for The Royal Marsden's most pressing priorities.

Job Purpose

This is the ideal role if you are looking to take your first steps into Trust and Foundations fundraising. 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. We are also committed to providing you with the learning and development opportunities you need to grow your skills and succeed in the role.

Working Relationships

You will primarily be working with the Philanthropy Manager, Trusts and the Head of Trusts, Stewardship and Philanthropy Communications. You will also be directly working with RMCC donors, supporters and volunteers.

You will need to liaise with:

- Associate Director, Philanthropy and Partnerships
- Head of Individuals and Events; Head of Research and Operations; Head of Corporate Partnerships
- Other 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
- Royal Marsden clinical and research staff

Key Areas of Responsibility

1. Manage a portfolio of mid-level Trusts and Foundations, comprising of existing supporters and potential prospects
2. Build relationships with these Trusts and Foundations, with a focus on securing four and five figure donations
3. Develop compelling, clear and high-quality funding applications and cases for support for Trust and Foundation audiences
4. Manage and develop a range of annual mailings to Trusts and Foundations which aim to raise funds for the charity's work themes
5. Deliver excellent stewardship and reporting for Trust and Foundations in your portfolio
6. Liaise directly with colleagues in the Charity and clinical team members across The Royal Marsden to gather the information necessary to produce proposals and updates for Trust and Foundation supporters
7. Support the Philanthropy and Partnerships team with administration of income processing
8. Work with both colleagues and Senior Volunteers to ensure the most effective approaches are made to potential trust supporters
9. Support the Philanthropy and Partnerships team by contributing to the annual planning and reporting process and reporting against agreed income and expenditure budgets
10. 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
11. Manage risk and mitigation of those risks associated with complaints. This includes responsibility for our accountabilities as a member of the Fundraising Regulator
12. 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
13. 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	
An interest in cancer and health issues	E
Familiarity of working in a charity environment and an understanding of fundraising, particularly trust fundraising	D
Experience of using Raiser's Edge or similar fundraising database	D
Key competencies	
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

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	£25,000 - £28,000 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 site.
Benefits	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 laptop to work from home.