

JOB PROFILE

JOB TITLE:	Philanthropy Manager
SALARY:	£35,000 - £45,000 depending on experience
CONTRACT:	Permanent Full Time
LOCATION:	London (Office based), with travel
REPORTING TO:	Head of High Value Fundraising
DIRECT REPORTS:	N/A – growing to team of 4 by end of 2020

Main purpose of position

To lead the Philanthropy team in securing support and influence from individuals, Trusts and Foundations that enables us to achieve our vision of ‘until every child survives’.

Children with Cancer UK

Established in 1987, by our Chairman Eddie O’Gorman, following his youngest son Paul O’Gorman passing away from acute lymphoblastic leukaemia, Children with Cancer UK has gone on to become a leading force in paediatric oncology.

In the last 32 years we have raised a staggering £230m in the fight against childhood cancer. Over the years, working with the scientific community, we have made significant breakthroughs in the treatment of acute lymphoblastic leukaemia, and have contributed to raising survival rates from 63% to 84%. Alongside this we have also invested in patient family accommodation and grants to families, in addition to supporting family days out and welfare programmes throughout the UK, helping them maintain as normal a life as possible during their child’s treatment.

We are moving into a new phase of growth and are investing in our teams to expand our reach, grow our awareness and deliver greater income. Our leading pillar of work continues to be research into the cause, treatment and cure of this cruel disease, and we will not stop until every child survives.

Organisational Objectives

1. We will aim to be the biggest not-for-profit annual financial contributor to research into cancer in children and young people in the UK
2. We will fund high quality research aimed at developing treatments which are not only more effective but less debilitating and disruptive to young lives
3. We will contribute to peer reviewed research into the discovery and reduction of causes of cancer, including directly supporting the work of the International Agency for Research in Cancer (IARC, part of WHO)
4. We will provide capital funding to encourage the development of centres of excellence in childhood cancer research
5. We will raise public awareness about our activities and the results of relevant research
6. We will continue to support respite homes and associated financial support for children and families affected by childhood cancer
7. We will seek to influence the development of policy to promote the best interests of children with or at risk of cancer
8. We will maintain a place in the top 100 UK charities, based on fundraising activity

Role Key Relationships:

- Head of High Value Fundraising and wider Children with Cancer UK team
- Donors and key donor prospects
- Children with Cancer UK Fundraising and Finance departments
- Stakeholders and partners across the UK as required

Accountability:

The Philanthropy Manager will enable Children with Cancer UK to deliver our vision by:

- Developing and implementing a cultivation strategy to grow and build a new pipeline of UHNW donors for Children with Cancer UK
- Developing and implementing a stewardship strategy as well as planning/supporting the delivery of high-profile intimate philanthropy events
- Developing tailored reporting and engaging communications for donors
- Preparing high quality bespoke proposals and reports
- Network mapping and research profiling to ensure we are optimising our current donor base and positioning
- Leading on financial and database reporting and ensuring that income is aligned with Children with Cancer UK's operational delivery plans at all times
- Developing and implementing processes that enable efficient, highly personal donor account management
- Developing and leading a team of four (by 2021) to deliver our strategy and vision

Detailed Responsibilities:

1. Research, prospect and cultivate a brand-new pipeline of donors to support the fundraising goal of raising £450,000 in 2020.
2. Work with Head of High Value Fundraising to develop the strategy for the cultivation, engagement and stewardship for donors, trusts and foundations. Including recruitment, development and leadership of growing Philanthropy team.
3. Build key relationships with the Science Grants Manager to source and manage information about our research and programmes in order to create bespoke proposals for donors and, in doing so, to ensure all funding is in accordance with the operational delivery plan. To keep informed of all developments and innovations and share this information with donors and prospects where appropriate.
4. Support the Head of High Value Fundraising and Philanthropy team with network mapping and research profiling for the identification of new prospects with capacity and propensity to donate at a high level, particularly mid-6 and 7 figure donors, whilst maintaining accurate records, and growing Children with Cancer UK's supporter database, Raisers Edge.
5. Develop bespoke, high quality proposals, reports and presentations for major donors, multi-national companies and grant making foundations and create regular standard reporting and updates for our Board of Trustees and, in future, other donor groups.

6. Continuous leadership and development of Philanthropy team through day to day work, meetings, 121's and appraisals to ensure highest standards are met and team deliver against organisational vision and mission.
7. Deliver bespoke cultivation and stewardship events for philanthropists.
8. Ensure donors are appropriately recognised in line with organisational standards.
9. Support the management, reporting and analysis of income using the pipeline both offline and using Raisers Edge
10. Provide information / support for donor engagement meetings for the Senior Leadership team and CEO
11. To support the implementation of the Development Strategy, leading on projects where appropriate
12. Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post.

Other information

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder. To gain the knowledge and experience required, the post holder will be expected to remain in their current position following a successful probationary period for between 6-9 months.

At Children with Cancer UK we value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.