



THE ROYAL MARSDEN CANCER CHARITY

Job description

Head of Trusts, Stewardship & Philanthropy Communications

**Do you want to be part of a world-renowned organisation helping to fund projects that will benefit cancer patients across the UK and internationally?
If so, this is your chance to join our team.**

Job title:	Head of Trusts, Stewardship & Philanthropy Communications
Salary:	£62,000-£65,000
Benefits:	Pension, employee benefits and staff rewards
Hours of work:	37.5 per week
Employer:	The Royal Marsden Cancer Charity (RMCC)
Directorate:	Philanthropy & Partnerships
Responsible to:	Associate Director of Philanthropy & Partnerships
Accountable to:	Managing Director
Responsible for:	Trust, Stewardship & Philanthropy Communications team x6
Location:	London (also required to work in Sutton)
Liases with:	Head of Major Gifts and Events, Senior Manager – Philanthropy Research and Operations, Philanthropy Managers and Executives, RMCC Heads of fundraising teams, Head of Finance, Database team, Finance, Events, IG, Marketing, Communications and Digital teams. High Value Appeal Board members and chairman, donors, supporters and volunteers, senior medical staff, RMH Leadership team, RMCC Chairman, RMCC Trustees, third party suppliers

1. Job Purpose

The Royal Marsden Cancer Charity (RMCC) raises money solely to support The Royal Marsden, a world-leading cancer centre. Together with the hospital 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, RMCC funds the development of new ways to improve the lives of people affected by cancer. Our recent emergency appeal raised over £2m to support hospital staff and patients through the Covid-19 pandemic.

We are halfway through an ambitious three-year strategy that will deliver £80m of funding to support a world-class programme of research, treatment and care. We are also in the final stages of a £70 million capital appeal to build the Oak Cancer Centre at The Royal Marsden in Sutton. The Philanthropy & Partnerships directorate has led the majority of this fundraising, successfully securing a lead donation of £25 million and multiple 7 and 6 figure donations from trusts and foundations, major donors, corporate partners and special events/high value committee supporters. The Charity is now working closely with the hospital on exciting plans for a new major redevelopment project to launch in 2022/23 on the Chelsea site.

The Head of Trusts, Stewardship and Philanthropy Comms is a critical post within The Royal Marsden Cancer Charity, responsible for leading on the consolidation and growth of the trust income stream, which over the last three years has secured over £43 million. The role is also responsible for delivering outstanding stewardship and philanthropy communications to all RMCC's prospective and existing high value supporters. The post holder will develop and deliver strategies for both these areas, lead and motivate a team of fundraisers and specialist stewardship and comms experts and build strong and effective relationships with some of The Royal Marsden Cancer Charity's most generous donors.

2. Key areas of responsibility

- Develop, implement and lead a trust and foundations fundraising strategy.
- Identify and build relationships with key individuals in major trusts and foundations with a focus on securing six and seven and eight figure donors in line with agreed targets.
- Lead on the development of solicitation and stewardship plans for your portfolio of donors and prospects, as well as that of your team, including developing and delivering extraordinary stewardship plans for RMCC's 8-figure trust donor.
- Build productive and effective relationships with senior volunteers and appeal board members in order to raise funds for RMCC.
- Lead the Stewardship and Philanthropy Comms team, overseeing the delivery of the Philanthropy & Partnerships team's programme of stewardship and philanthropy communications, working closely with the Hospital's PR & Comms team
- Lead the delivery of the highest standards of bespoke proposals and updates for Philanthropy & Partnerships team supporters, through yourself, your own team and others
- Develop strong relationships with The Royal Marsden's leadership team as well as other key internal and external stakeholders involved with RMCC's high value fundraising, influencing effectively to secure favourable outcomes for The Royal Marsden.
- Support the efficient and effective management of your income streams by:
 - contributing to annual planning and reporting process,
 - reporting against income and expenditure budgets.
 - setting ambitious KPIs and ensuring delivery against them
- Lead, motivate and support the personal development of a team of fundraisers.
- Work towards a fully integrated fundraising Charity in collaboration with the members of the Philanthropy & Partnerships team, the Public Fundraising & Engagement teams (Community, Legacy and Individual Giving), and the Charity Digital and Marketing team.

General responsibilities

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.

Responsible for managing risk and mitigation of those risks associated with complaints. This includes responsibility for our accountabilities as a member of the Fundraising Standards Board

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.

Undertake any other duties that are commensurate with the level of the post as requested by the Line Manager.

3. Confidentiality and Data Protection

- 3.1 All employees of The Royal Marsden Cancer Charity must not, without prior permission, disclose any information regarding patients or staff (please also see the Charity's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal.
- 3.2 All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which came into effect from May 2018 and set out requirements for how organisations need to handle personal data.

4. Health and Safety

- 4.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and the charities policies on health and safety.

5. Customer Service Excellence

- 5.1 All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, donors, supporters, volunteers and staff with professionalism, respect and dignity.

6. Equality and Diversity Policy

- 6.1 The Royal Marsden Cancer Charity is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

7. No Smoking Policy

- 7.1 There is a no smoking policy at The Royal Marsden Cancer Charity.

8. Review of this Job description

- 8.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organisation.

9. Employee Specification (E=Essential/D=Desirable)

The below attributes have been identified by management to be necessary for this post and will be used when short listing applicants for interview.

Candidates must be able to demonstrate	E/D
Extensive experience of leadership and strategy in a non-profit environment	E
Extensive experience of trust fundraising programmes, including proven success in personally securing seven figure gifts and managing long term relationships with donors	E
An outstanding track record and aptitude for written communication, ability to translate complex information into compelling case for supports and proposals	E
Highly proactive and self-sufficient	E
Experience of managing, developing relationships and delivering significant income through senior volunteers	E
Excellent interpersonal and communication skills, evidenced by close, successful relationships with VIPs, stakeholders and senior volunteer committees	E
Track record in successfully leading, motivating and developing teams	E
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D
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, be adaptable, flexible and 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

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