

Head of Philanthropy



Leukaemia UK – An introduction

We are a 'small but mighty' charity with one big ambition: to stop leukaemia devastating lives. Over the next 10 years we want to help save and improve the lives of more people with leukaemia through finding and funding life-changing research, awareness and advocacy.

Leukaemia UK and You

This role requires someone who loves fundraising. Someone who is **bold**, **curious** and **collaborative**. Someone who is confident and expert in their knowledge and experience. Someone who is realistic, but ambitious. Someone who believes in the power of life-changing research and its ability to change lives. The role will manage an expanding team, currently made up of four direct reports. Above all, we need someone with a solid track record and demonstrable knowledge of budget planning, target setting and a coaching approach to management. You will have real autonomy in your work and get stuck in, helping to drive us forward and make an impact for all those affected by leukaemia.

If, once you've read the pack, you feel you have the passion for our work and the right mix of skills, energy, and flair to embrace this broad and challenging role and enable our strategy to fly, then we would love you to apply.

Leukaemia UK – Our Charity

Despite progress in recent decades, someone in the UK is diagnosed with a blood cancer every **16 minutes** and survival rates are among some of the worst of any cancer. And the physical and psychological impact can be lifelong.

Over the next 5 years we plan to increase our investment into ground-breaking world class research, advocacy and awareness focused on improving diagnosis, kinder, more effective treatment, and care for leukaemia and other blood cancers. To do this, we are embarking on a period of significant growth, investing strategically to grow our income, profile, influence, engagement and impact.

Critical to this is an ambitious strategy and leadership, which will drive our world-class research and advocacy to ensure it translates into tangible progress for all those affected by leukaemia. Underpinning this strategy is the development of robust income streams. This role will lead on delivering income from Special Events, Trusts and Foundations, High Value and Corporate supporters, (collectively known as Philanthropy) as well as being part of the Fundraising Leadership Team contributing to the overall income strategy, management of the income department and the wider charity in general.

This role is an exciting opportunity to make a huge impact with, and on, the lives of people diagnosed with leukaemia and other blood cancers over the coming years, by working as part of a professional, highly motivated Income Team that works hard to achieve our goals and bring our values to life in every aspect of our work.

We want to ensure that there is a diversity of perspectives across our staff team, which are truly representative of the communities and individuals we serve. We particularly encourage applications from under-represented groups with the relevant skills and experience, including those from ethnically diverse backgrounds and people living with disabilities across a broad age- range.

Reporting to the Director of Income, the post holder will at times be required to work both strategically and hands on, autonomously and collaboratively and as a critical member of the Fundraising Leadership Team. We are halfway through year two of an evolving plan to grow income to £5m over five years. The plan requires investment at strategic points over the five years triggered as milestones are achieved.

Team

We are a close-knit team, who are all passionate about Leukaemia UK and putting those affected by the disease at the heart of everything we do. We are all focused on "keeping it real" with pragmatic, practical solutions, as well as ensuring that our charity gets the funding it needs to continue to help those diagnosed with leukaemia and other blood cancers.

From us you can expect all the laughter you can handle, as well as great challenge and support. We may not be about the corporate life here, but we are all about the delivering exceptional expertise and making a real change to people's lives.

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What we are looking for in this role:

Knowledge & Experience

Essential Experience

- ✓ Overseeing the delivery of Special Events
- ✓ Managing Trusts and Foundations Fundraising
- ✓ Managing Corporate and High Value Fundraising
- ✓ Fundraising strategy, income target setting, expenditure management, income reporting
- ✓ Expertise in using CRM packages such as Salesforce
- ✓ Managing key relationships

Highly Desirable Experience

- ✓ Previous experience of being a Head of Philanthropy or equivalent
- ✓ Delivering £1m+ gross income
- ✓ Raising money for research
- ✓ Contacts in the hospitality industry

Knowledge

- ✓ Fundraising best practice
- ✓ GDPR best practice
- ✓ Fundraising and the law
- ✓ Risk assessments and health and safety
- ✓ Budgeting and forecasting

Skills and Abilities

- ✓ Strong written and oral communication skills with a real talent for connecting and influencing people at all levels
- ✓ Great listening skills and the ability to interpret the needs of individuals, teams, and organisations
- ✓ Numerate and disciplined thinker who has the ability to think through complex issues and produce evidenced based judgments
- ✓ Ability to multi-task, keep a cool head, and lead from the front
- ✓ Ability to juggle multiple priorities
- ✓ To work cross-organisationally, recognising different teams priorities and workloads
- ✓ Working with and to a wide range of financial and non-financial KPI's
- ✓ Entrepreneurial, with the ability to lead a programme of fundraising activity, with strategic, well thought through application of investment to deliver growth
- ✓ Demonstrable track record of a coaching/mentoring approach to management

Styles and Behaviors

- ✓ Highly personable – a genuine ‘people person’ – who can secure the confidence of others quickly
- ✓ True team player who can thrive in a highly collegiate environment where matrix working is the norm
- ✓ A grown up with a solutions-focused mentality
- ✓ Results orientated with high standards and a strong can-do attitude and a sense of personal responsibility
- ✓ Tenacious and resilient, with a positive and enthusiastic mind-set
- ✓ A strong empathy and understanding of the work that the Charity does
- ✓ Enjoys rolling up their sleeves and dealing with day-to-day issues as and when required

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Role specifics

Overview

This document sets out to define the specific roles and responsibilities for the above role within Leukaemia UK. The roles and responsibilities defined within this document should be read in conjunction with the contract of employment for the person defined within this role. The particulars in this document do not affect the Terms and Conditions of Employment.

Item	Description
Department	Income
Reports to	Head of Income
Hours	This role is a full-time role. This role will be hybrid with attendance at our London office minimum twice per month (2 working days).
Salary Range	£45,000 - £60,000 dependent on experience – FTE
Core Job Description	<ul style="list-style-type: none">✓ To be a leader and role model and as a member of the Fundraising Team, take responsibility for leading performance in Philanthropy by exemplifying our values✓ To be responsible and accountable for setting and delivering income targets across all areas of Philanthropy✓ To be responsible and accountable for setting and managing expenditure budgets across all areas of Philanthropy✓ To lead on Philanthropic innovation, growth and development, to deliver the Charity's 5 Year Philanthropy fundraising strategy✓ To hold key relationships with some of the charities most important funders, supporters and advocates

Main Responsibilities

Fundraising Leadership

- To be a leader and role model and participate as a member of the Fundraising Leadership Team, with responsibility for managing performance across Fundraising and exemplifying our values.
- To be responsible and accountable for leading the charity's Philanthropy income team of around 5 - to deliver the 5 Year Strategy KPI's and targets.
- Develop collaborative and constructive relationships with internal and external peers to understand and learn from the past and scan the current and future environment, to minimise risks and maximise potential opportunities.
- Provide clear, compelling, and compassionate leadership to the team, which is centered around our values of being curious, collaborative and bold.
- Remain up to date with current best practice in Fundraising, including innovation, regulation, and charity law, and ensure that the charity remains relevant and compliant.
- Represent the charity externally at events, key meetings and in the charity's communications.

Strategy plans and Infrastructure.

- In partnership with the Director of Income and the Head of Public Fundraising refine and deliver the 5-year income growth strategy, including plans and budgets with appropriate targets and KPIs, making compelling business cases for investment in resources.
- Build upon the legacy and reputation of Who's Cooking Dinner to continue to deliver and innovate the sectors most successful dining event.
- Lead the development and innovation of the Special Events programme.
- Lead the development and innovation of the Corporate Fundraising strategy.
- Lead the development and innovation of the High Value Fundraising strategy.
- Lead the development and innovation of the Trusts and Foundations strategy.
- Lead on the reporting systems, income monitoring, KPI's and expenditure across all Philanthropy income lines.

Financial Management & Reporting

- Lead the team and work with the Director of income to monitor, analyse and manage performance, budgets and ROI.
- Work with the Fundraising Leadership Team to develop a KPI framework and develop systems to report progress against plans.
- Lead annual planning & budgeting for the Philanthropy Team to deliver against strategy, mitigate key risks, maximise opportunities and manage resources effectively and appropriately.
- Monitor and evaluate Philanthropy activity, to identify and mitigate underperformance. Flag risks early and take steps to lessen any potential impact.
- Monitor Philanthropy expenditure and keep within agreed budgets.
- Ensure the efficient and effective use of Salesforce to record, manage and report on income.
- Ensure the Philanthropy elements of the monthly and quarterly reports are completed accurately, efficiently and on time.

Special Events

- Prioritise Who's Cooking Dinner as the charity's most important fundraising activity and continue to innovate and develop the event so that it remains one of the most prestigious dining events in the London Calendar.
- Support the Special Events Manager to maximise the Mini Masters golf event. Play a leading role in the management of the celebrity and high-profile participants. Ensure the organisers and venue are appreciated and stewarded appropriately.
- Oversee the development of the Table Top Talk event, ensure it is on schedule, budget and maximizing the investment in a sustainable and planned way. Lead on relationships with celebrity and high-profile guests.
- Work with the Special Events Manager to develop an appropriate Christmas event that is bold, curious and collaborative.
- Ensure to maximise our Special Events as opportunities across the organisation to introduce funders, influencers, celebrities, etc to our cause.
- Support PR and media opportunities to raise the profile of our events on media releases and supporting queries from journalists.
- Oversee the budgeting and forecasting of Special Events income and expenditure.
- Appropriately monitor KPI's and ensure financial targets are met.
- Ensure monthly and quarterly reporting is carried out in a timely way.
- Flag any issues with the Director of Income as soon as they become apparent.

Trusts and Foundations

- Support the Trusts and Foundations team by helping ensure they have great projects and access to the numbers and information they need to develop compelling funding applications.
- Lead on the packaging of different strands of our work to create interesting propositions that will appeal to a variety of funders.
- Where appropriate, be the main point of contact with Trust and Foundations funders and work to deepen relationships and support.
- Oversee the budgeting and forecasting of Trusts and Foundations income and expenditure.
- Appropriately monitor KPI's and ensure financial targets are met.
- Ensure monthly and quarterly reporting is carried out in a timely way.
- Flag any issues with the Director of Income as soon as they become apparent.

Corporate Fundraising

- Support the Trusts and Partnerships Manager with approaches and applications to Pharmaceutical companies, ensuring they have access to the necessary projects, financial and other information they need to make compelling cases for support.
- With the Special Events Manager, maximise opportunities for sponsorship and promotion across all our events and leverage contacts within the hospitality industry.
- Find innovative ways to engage businesses and identify opportunities to maximise income from the private sector, their customers, and employees.
- Oversee the budgeting and forecasting of Corporate income and expenditure.
- Appropriately monitor KPI's and ensure financial targets are met.
- Ensure monthly and quarterly reporting is carried out in a timely way.
- Flag any issues with the Director of Income as soon as they become apparent.

High Value Fundraising

- Support the High Value Fundraising Consultant with access to guests, supporters, celebrities, and other appropriate High Net Worth individuals.
- Consult with the High Value Fundraising Consultant on Special Events and other activities to maximise opportunities to deepen relationships and for potential sponsorships.

General Responsibilities

- To actively promote the core values of Leukaemia UK whilst working towards achieving the strategic objectives of the charity.
- Promoting equality of opportunity, diversity and inclusiveness to ensure that the delivery of people management, policies and systems through all aspect of the charity are fair, transparent and consistent, without prejudice or discrimination to all internal and external stakeholders.
- Focus on professional development by attending training to develop relevant knowledge and skills, including the latest developments in Fundraising.
- Ensuring that Leukaemia UK fulfils its obligations for the physical and mental health, safety and security of all staff and relevant stakeholders including volunteers.
- Carry out any other tasks as deemed appropriate by Leukaemia UK.