

# WHAT'S THE ROLE?

## SENIOR PHILANTHROPY EXECUTIVE

The role of Senior Philanthropy Executive is instrumental in growing our Philanthropy income stream. You're responsible for generating five and six figure gifts from charitable trusts, foundations and major donors, through proactive identification of prospects and first-rate stewardship of existing donors. You also carry out in-depth analysis of income to allow the team to track performance and provide assistance to the Philanthropy Manager and broader team with more complex relationships and applications.

## IN THIS ROLE YOU'LL...

- Manage a portfolio of medium to large sized trusts and major donors.
- Deliver five and six figure gifts through identifying prospects to secure new support and uplifting existing donors.
- Provide excellent relationship management through creating bespoke proposals, hosting meetings and helping to organise and deliver engagement events, ensuring supporters have a range of appropriate engagement opportunities.
- Use insight into motivations, interests and needs to understand how to engage new trusts and major donors.
- Support the Head of Philanthropy and Head of Appeal with the development and implementation of our new major appeal strategy.
- Provide essential support to the Philanthropy Manager with complex applications and relationship management of larger trusts and major donors.
- Build effective, senior level relationships with Trustees, Ambassadors and the Leadership Team, identifying networks and providing comprehensive briefings.
- Build strong relationships across our scientific partners, working closely with senior academics and briefing them on donor meetings and events as required.
- Be responsible for accurate budgeting and reforecasting of income and expenditure of the portfolio.
- Proactively work with the Prospect Researcher to identify new charitable trusts, foundations, and major donors who might support our work.
- Maintain high quality data, making sure information is recorded on Raiser's Edge (our CRM) in an appropriate manner and in line with the General Data Protection Regulation, ICO and our Data Protection Policy.

## WHO YOU ARE...

- Excellent knowledge and experience of working in a Philanthropy fundraising environment.
- Proven track record of securing five-figure (minimum) gifts.
- Excellent knowledge of Philanthropy solicitation stages and engagement techniques.
- Strong communications skills, both verbal and written.
- Able to manage income and expenditure budgets.
- Able to prioritise a busy workload, work to tight deadlines and maximise opportunities.
- Able to engage with a range of stakeholders at all levels – both internal and external.
- Able to work independently and proactively, and as an effective team member.
- Ability to spot new opportunities and put together compelling proposals.
- Support diversity and equality of opportunity in the workplace.
- Committed to Prostate Cancer UK's working principles.
- Actively supports our commitment to equity, diversity, inclusion and allyship.

# YOUR ROLE: THE NUTS AND BOLTS

**Your line manager:**

Philanthropy Manager

**Job level:**

Band 3 – Senior Executive

**Contract:**

Permanent

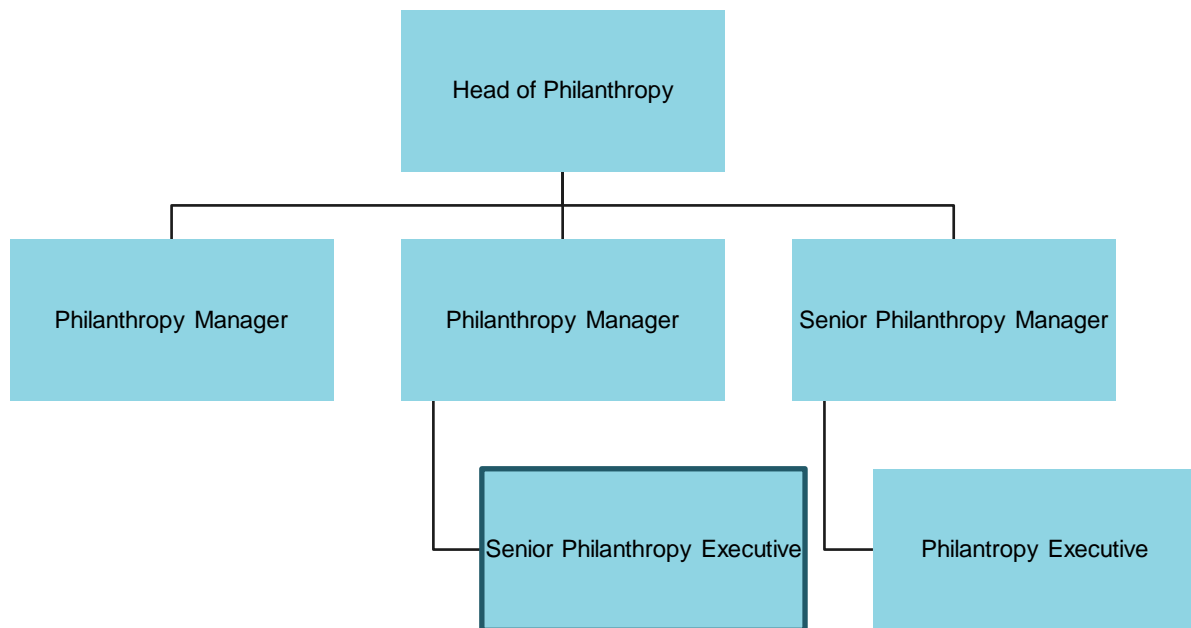
**Hours:**

Full time; 37.5 hours per week - we're happy to consider requests for flexible and part-time working on hiring.

**Location:**

Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office one to two days a week (minimum of 4 days per month) and we may need you to come in for specific meetings and scheduled Philanthropy events.

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

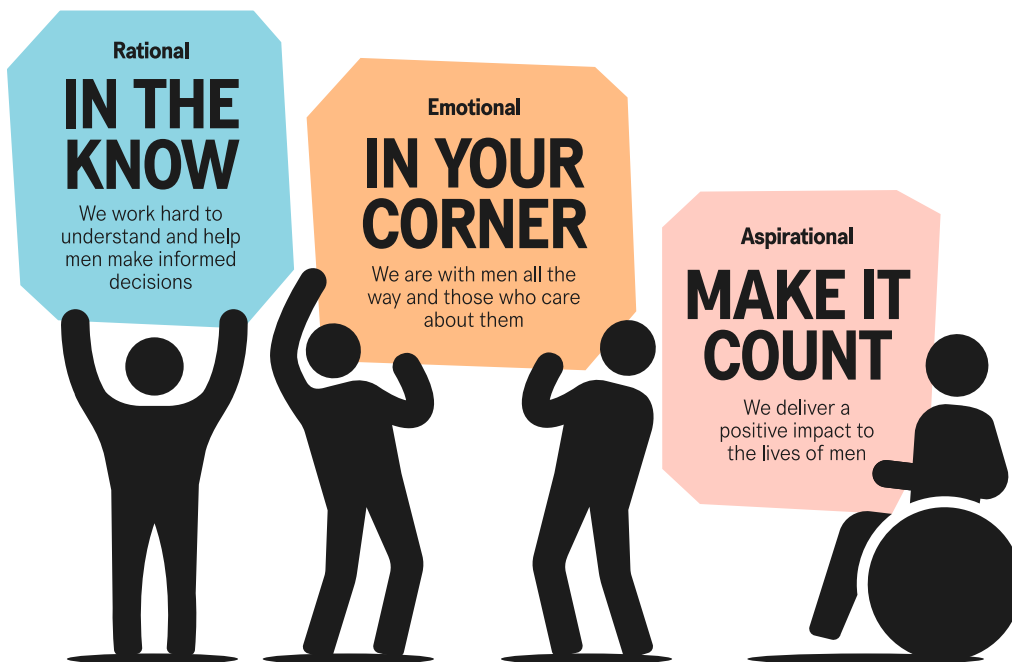


# OUR CULTURE

## VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

## OUR VALUES



## OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<b>GENEROUS WITH KNOWLEDGE</b> Switched on and well-connected, we share our expertise and make informed decisions.	<b>GOT YOUR BACK</b> Unembarrassed and reassuring, we listen, understand and stand up for those in need.	<b>DO WHAT MATTERS</b> Impossible to ignore, we focus on what matters to drive results and maximise our impact.
<b>NATURALLY CURIOUS</b> Constantly learning and hungry for knowledge, we challenge and push for answers.	<b>OPEN TO ALL</b> Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	<b>NEVER SETTLE</b> Fired up and determined to make a difference in everything we do – and driven to give our best.