



Job Title	Community Fundraising Manager
Directorate	Public Fundraising & Engagement
Accountable to	Head of Community Fundraising
Responsible to	Senior Community Fundraising Manager
Responsible for	Senior Community Fundraising Executive, Community Fundraising Executive, Community Fundraising Assistants

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 2025/26. 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.

The Community Fundraising Team

Working for us offers you a challenging and rewarding career, as well as the chance to really improve the lives of those living with cancer.

The Community Fundraising team stewards some of our most dedicated supporters, who organise events and bring their networks together to raise up to six figure sums. We build long lasting relationships with individuals as well as community groups, schools and corporate organisations to raise millions for Charity every year.

Job Purpose

This role will play an important part in the engagement of community supporters, identifying new prospects and effectively stewarding existing supporters.

You will be a high performing fundraiser with experience of delivering income growth through effective relationship management. You will be ambitious and proactive and relish the opportunity to support the Charity to achieve its ambitious goals.

Working Relationships

Community Fundraising Events, Products Team, Data, Major Gifts, Individual Giving, Marketing & Digital, Communications, Finance, Director of the Royal Marsden Cancer Charity.

Role also liaises with Charity donors and supporters, senior medical staff at both hospital sites, and third party suppliers.

Key Areas of Responsibility

1. Line manage a team to ensure they achieve their objectives and fundraising targets, including one-to-ones, annual appraisals and learning and development plans.
2. Identify and develop fundraising initiatives to engage community fundraising supporters in line with the Charity's strategy.
3. Identify opportunities to raise awareness of The Royal Marsden Cancer Charity including giving talks and presentations, attending local events and networking events.
4. Deliver best in class stewardship to develop long term relationships with community fundraising supporters and drive income growth.
5. Identify new audiences, prospects and convert leads into new supporters for the Charity.
6. Work with the Senior Community Fundraising Manager to agree budgets and produce monthly income reports.
7. Monitor income on a monthly basis and contribute to reforecasting. Identify areas of concern and where there might be potential for growth.
8. Monitor activity and work towards agreed objectives and KPIs as set by the Senior Community Fundraising Manager and the Head of Community Fundraising.
9. Ensure that all fundraising activity operates within the Fundraising Regulator's guidelines and other relevant regulations.
10. Ensure the fundraising database (Raiser's Edge NXT) is maintained in line with best practice and internal processes, and all data is processed within GDPR regulations.
11. Work with other teams within the charity, including Finance, Data, PR, Marketing and other fundraising teams in order to maximise best practice and supporter experience.
12. Attend key fundraising events as required. These may involve working evenings and weekends for which time off in lieu will be given.
13. Process income, bank and acknowledge donations in accordance with The Royal Marsden Cancer Charity policies and procedures.
14. Attend internal and external meetings on behalf of the Senior Community Fundraising Manager.
15. Constantly striving for value for money and greater efficiency; advising on the best use of available budget and contributing to the team's annual income and expenditure budget planning process.
16. Undertaking 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	
At least two years' experience in a fundraising role	E
Experience of securing financial support from community fundraising supporters	E
Experience of proactively exploring new avenues of funding from community fundraising supporters	E
Knowledge of relevant legislation in order to operate within a legal framework	E
Line management experience	D
Experience of financial planning and budgeting	E
Experience of using Raiser's Edge	D
Experience of managing volunteers	D
Key competencies	
Excellent organisation skills and attention to detail	E
Proactive and problem solving attitude	E
Excellent written and verbal communication skills and ability to communicate with a wide range of people	E
Able to work in a fast-paced environment, and to tight deadlines	E
Able to respond sensitively and appropriately to emotional circumstances, including distressed and bereaved supporters	E
An interest in cancer and health issues, with an understanding of NHS practices and procedures	D

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	£38,000-£41,000 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 Sutton site, with occasional working from the Chelsea 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 free 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.