



OVARIAN CANCER ACTION

CORPORATE PARTNERSHIPS MANAGER

Candidate information pack

A message from our Director of Fundraising

Did you know that the average woman diagnosed with ovarian cancer has a higher chance of dying than surviving? Or that current survival rates for women with ovarian cancer are where survival rates were for those affected by breast cancer 50 years ago?

Don't worry if you didn't know that; you're not the only one. One of our supporters once told us "It's not that ovarian cancer is a silent killer, it's that people don't listen". This is typical for so many women's health issues, including ovarian cancer; women often feel overlooked when they have symptoms and once diagnosed, they have limited treatment options and soon run out of choices.

We know change is possible. Funding for other cancers like prostate, bowel and brain cancer are slowly benefiting from increased investment in research. The fact that there is a mammogram to detect breast cancer and a smear test to detect cervical cancer is proof that research can change the odds of survival. We are determined to drive that same change for ovarian cancer.

We have had some great successes over the last few years despite the challenges the sector has experienced, but we are ambitious to do so much more, and our new three-year strategy sets the bar high for growth.

Working in partnership and collaborating is a key part of our organisational strategy and growth, as we know that only through working with others will we achieve the impact we need for women with ovarian cancer. As part of that collaborative approach, we are looking to further develop corporate partnerships as a key route to our income growth needs, and to capitalise on the growing momentum and connections we are seeing across areas such as women's football and women's health more broadly.

This role won't be starting from scratch. We already have some great relationships and partnerships, but we know we have an exciting opportunity to create more partnerships that look to not only raise vital funds, but to also crucially elevate awareness of the disease and its lack of attention and funding.

If you are excited by the potential of growing a Corporate Partnerships department and are someone that loves the thrill of new business and creating, delivering and managing bespoke partnerships - then I look forward to hearing from you and the passion, skills and relevant experience that you would bring to this new role at Ovarian Cancer Action.

So, why not join us and become an integral part of a dynamic and ambitious fundraising team, and together we can make significant strides in funding the groundbreaking research that will ultimately improve survival of this terrible disease.

I look forward to hearing from you soon.



A handwritten signature in black ink that reads "V Bednall".

Vicki Bednall, Director of Fundraising

About Ovarian Cancer Action

We're the UK's leading ovarian cancer research charity, working on early detection, prevention and treatments so that no woman dies of ovarian cancer.

Who are we and what do we do?

Ovarian Cancer Action is a community of changemakers with one purpose: to give ovarian cancer the focus it needs to increase 10-year survival rates. And we know research is the solution.

We live and breathe this lifesaving, world-leading research. We fund more ovarian cancer research than any other UK gynaecological cancer charity. It's how we've driven some of the biggest breakthroughs of the last 19 years.

We're also the only charity at the heart of the global ovarian cancer research community and have been for four decades.

By connecting the world's leading scientists together, we're creating a powerful hub of experience, expertise and insight. So, we confidently fund research that takes us a step closer to our goal: that by 2032 half of women will live more than 10 years after diagnosis.

Ovarian Cancer Action's Impact Strategy

From our research centre we've sparked life-changing discoveries across the globe. But there's much more to do. Our goal is to make sure by 2032 half of women live more than 10 years after diagnosis.

So, we're supercharging progress.

We're innovating treatment.

New drugs. Personalised treatment. We're developing and trialling new approaches to cure and manage ovarian cancer. One of our teams is seeing if a successful breast cancer drug can be used to treat ovarian cancer.

We're enabling early detection that saves lives.

When cancer is found early women have a much better chance of surviving for longer. We're making discoveries to make an ovarian cancer screening test a reality.

We're making prevention a possibility.

We're discovering and sharing information on risk. So, every woman knows her options and can take control of her future.

We're making care equal.

No woman should lose her life to ovarian cancer because of her age, her race or where she lives. We're driving change to make sure every woman has the best treatment possible. Our IMPROVE programme is levelling up the quality of care across UK.

We're sharing the warning signs.

In 2009 we led the campaign for the Department of Health to recognise the four main symptoms of ovarian cancer - ending the myth that ovarian cancer is a silent killer.

Corporate Partnerships Manager

Ovarian Cancer Action has sustained year-on-year growth despite the challenging context the sector continues to work within. We know there are many exciting growth opportunities that we are keen to test, harness and deliver, so getting the right, talented and committed team in place is key to unlocking these opportunities. Over the last couple of years there has been a significant focus on recruiting the right experience, skills and approach into the Fundraising Team, as well as looking at how we motivate,

reward and grow people in their roles. As a result, our Fundraising Team is a strong and experienced team.

The team raised approx. £2.3m last year and consists of seven key functions: The database (Raiser's Edge), Community and Events, Corporate Partnerships, Individual Giving, Major Donor, Supporter Care and Trusts and Foundations.

The Corporate Partnerships Manager role is a new, permanent position that sits as an integral part of the team and particularly the high value team, championing best practice in high value partnerships and management.

You will come into an organisation, team and role that holds some exciting opportunity for corporate partnerships, leaning on our assets and networks within the health and pharmaceutical industries, and also Women's Football, for example.

We are looking for someone who loves all aspects of corporate partnerships, from cultivating new business through to delivering superb account management and partnerships activities but most importantly for someone who has ambition to grow and develop the corporate partnerships strategy and function at Ovarian Cancer Action.

The role

You'll be key to delivering our corporate partnerships income strategy, identifying and driving vital new business as well retaining longer term support from priority sectors. As Corporate Partnerships Manager you will be responsible for driving income growth and leveraging Ovarian Cancer Action's increasing levels of brand awareness and creating compelling, mutually beneficial partnerships. To achieve this, you'll need to find innovative ways to engage businesses and identify opportunities to maximise income from the relevant sectors.

We are looking for someone who...

Has fantastic experience of securing, developing and growing partnerships. As well as a creative, insight led and good business acumen approach to developing mutually beneficial partnerships, in line with organisational priorities.

- Is looking to be an integral part of the fundraising management team, delivering robust plans, insight and spearheading relevant cross team project work.
- Is looking for an exciting opportunity to shape, lead and grow a relatively new income focus area for Ovarian Cancer Action.

Job Description

Reports to	Director of Fundraising
Functional team	Fundraising
Main working relationships	Director of Fundraising, Head of Communications, Head of Policy and Research, Philanthropy Manager, Trusts and Foundations Manager, Senior Supporter Care Officer.

Main purpose of the role

To lead on the development of new and existing partnerships, products and activities, building strong relationships and influencing and negotiating both internally and externally. Delivering on robust financial planning, reporting, and spearhead relevant high value cross team project work, as well as working with Director of Fundraising to identify opportunities to strengthen and grow partnerships at Ovarian Cancer Action. Building and delivering successful partnerships that engage and meet not just business requirements but customers and employees alike.

Scope of the role

- **Growth and delivery:** Lead on the growth and delivery of our Corporate Partnerships portfolio ensuring the development of sustainable and priority new business leads, alongside retention and uplift of existing partners.
- **Account management:** Deliver excellent account management and stewardship of Partners, ensuring buy-in, support and involvement from relevant, key internal stakeholders.
- **Leadership:** Contribute as part of the wider team of Manager's (Income area owners) to robust financial planning, management and reporting of income and KPI's, providing excellent leadership and line management to any (future) line reports.
- **Strategy and opportunity:** Work with the Director of Fundraising to develop and deliver a longer-term focus (growth strategy and priority areas, activities and benefits etc) to Corporate Partnerships, ensuring it aligns with any broader organisational partnership objectives and priorities.

Key areas of responsibility

- With the support of the Director of Fundraising, develop and deliver a corporate partnerships strategy to contribute to increase income in line with Ovarian Cancer Action's growth plans.
- Identify, research and deliver a pipeline of targeted new business that delivers maximum impact for Ovarian Cancer Action.
- Work with senior stakeholders, where required, to deliver effective stakeholder engagement plans, leveraging internal relationships where needed to increase partner commitment and visibility.
- Work with the Director of Fundraising to manage income and expenditure budgets, accurately forecasting and reporting on budgets and Key Performance Indicators for Board meetings, as well as ensure any contingency or risk management needs are planned and delivered effectively.
- Present to external stakeholders as required and represent Ovarian Cancer Action at external meetings and pitches.
- Develop effective peer relationships within Ovarian Cancer Action, so as to help maximise opportunities for income generation and delivery.
- Work closely with Head of Policy and Research to ensure effective management and delivery of any relevant pharmaceutical partnerships.
- Create compelling, persuasive and audience-tailored partnership propositions / proposals
- Work closely with the Community and Events team to develop and align employee engagement needs, opportunities and priorities.
- Work closely with the Director of Fundraising and Chief Executive, where needed to ensure corporate partnership opportunities and needs feed into and are aligned with any wider, relevant, plans and activities.
- Ensure the wider organisation are aware of the aims and impact of the corporate partnerships area and lead by example in regard to demonstrating account management best practice.
- Maintain accurate, up to date supporter records and data on the CRM system (Raiser's Edge), and any relevant pipeline management tools, for analysis and reporting purposes.
- Ensure all activities are undertaken to agreed standards and protocols and comply with relevant legislation and best practice guidelines.

- Keep abreast of developments in the wider sector by liaison with counterparts from other charities and across the charity sector.
- Any other duties that are within the scope and remit of the role and as agreed with your manager.

Person Specification

Our ideal person and their required experience and skills

At Ovarian Cancer Action, we all have different backgrounds, ways of working and areas of expertise. But what we share is passion, ambition, and commitment. This means that your attitude to your work and fellow team members is just as important as your skills and abilities.

What experience we're looking for:

Essential:

- Must have a proven track record of successfully working in securing and developing corporate partnerships.
- Must have a proven record of securing annual income budgets of £200,000+.
- Demonstrate sound knowledge of how to develop successful partnerships, demonstrated through real life examples.
- Demonstrable experience of using critical analysis, business acumen and audience motivations to improve partnership opportunities and outcomes.
- Ability to pull together effective proposal / pitches which are concise and compelling and driven by the audience's need and our strategic priorities (and that win / secure the vote or partnership).
- Proven experience of achieving/exceeding in the not-for-profit sector.
- Ability to focus on impact and deliver outstanding results.
- Excellent prioritisation and workload management.
- Ability to pro-actively spot opportunity and react under tight timeframes.
- Excellent networking and relationship building.
- Able to use initiative, taking full ownership of area of responsibility.
- Experience of forward planning and experience of working with income and expenditure budgets.
- Experience of liaising with and managing internal stakeholders to funder needs and goals.
- Experience of planning and delivering both simple and complex projects to a high standard.
- Must be experienced in the use of Microsoft Outlook, Word, Publisher, Excel and Databases.

Desirable:

- Proven experience of delivering cause related marketing products or partnerships (or other commercial initiatives with Partners).
- Proven experience of securing staff / business vote partnerships'
- Proven experience of securing strong strategic partnerships (mutual business benefit led partnerships)'
- Proactive in learning new skills and keeping up to date (both externally and internally).
- Experience of working in a medical research charity and delivering partnerships within this setting'
- Experience of securing and delivering against £100k+ (per annum) partnerships and opportunities'
- Experience of submitting and securing corporate foundation grants'

What kind of person we're looking for

- Enthusiastic and passionate about the aims of the charity
- Self-motivated, relishes a challenge and can work independently
- Optimistic outlook, focusing on solutions
- Energized by working as part of a high-performance team
- Excellent communication and interpersonal skills
- Good negotiating and influencing skills
- Strong networking skills, relationship building and management skills
- Excellent time management and organisational skills, as will often have to be working on more than one project at a time and must be able to prioritise workload.
- Brings a positive, friendly, calm, professional and helpful disposition to the team
- Adaptable and flexible work approach, open to change
- Flexible to the needs of the post e.g., may require working outside of normal working hours
- You recognise that having a growth mindset is essential for personal and professional development and are committed to learning from both successes and failures to improve skills and contribute effectively.

Additional Details

Salary £40-45K per annum (dependant on experience)

Contract type This is a permanent, full-time contract. However, we are open to a variety of working patterns and welcome the opportunity to discuss this with candidates. If flexibility is your preference, then a paragraph about how this could work well for you in your supporting statement would be helpful.

Place of work This role is hybrid with 40% office based in City Road near Old Street underground station. The nature of the role will require ad hoc work outside regular office hours at charity events (with time off in return).

Our benefits and flexible working

- **Flexible working:** At Ovarian Cancer Action we strive to be a place where the best people do their best work. To support you in doing just that we take a pro-active approach to the conversations we have with staff and candidates around working patterns. We are therefore open to considering a variety of flexible working options, welcoming these discussions right from the application stage through to the different stages of life and career, supporting the changing needs of your work-life balance.
- **Annual leave:** We offer much more than the statutory amount of annual leave. In addition to 25 days annual leave and eight days of public holidays per year, three days are also given to be taken between Christmas and New year, so that in total you can receive up to 36 days paid leave.
- **Employer and employee contributory pension:** We offer a generous pension scheme above the statutory minimum requirement.
- **Healthcare plan:** To support your health and wellbeing, we have partnered with Simplyhealth to offer cash back on a range of healthcare services, as well as access to a 24-hour free GP phone line and counselling service.
- **Gym discounts:** As part of the Ovarian Cancer Action's healthcare plan you will be able to claim discount on gym membership at participating gyms.
- **Eye test** and financial support with glasses if needed when using a VDU at work.

- **Maternity and paternity pay:** The early days of raising a family are so important; you need time to adjust to the physical, emotional and practical changes. To support this, we offer additional enhanced maternity and paternity pay for eligible employees.
- **Training and development opportunities:** We want everyone at Ovarian Cancer Action to have a growth mindset, always striving to improve and not worried about failure. We are therefore always looking for ways to support and encourage you to grow as the charity grows and will work on an individualised learning and development plan for you each year.
- **Employee Assistance programme:** Your well-being is important to us and to help support this our employees and their direct family have access to a 24-hour confidential and free Employee Assistance Programme phone line to support personal and work-related issues.
- **Social events for the team:** We believe work should be fun and to have the opportunity to enjoy the great team we work with. To give you a flavour of this, please ask how our guided tour around the East End of London went, highlighting how women were involved in the area's vibrant history.

Our commitment to equality, diversity, and inclusion

We are committed to actively promoting equality, diversity and inclusivity and welcome enquiries and applications from underrepresented groups, including minoritised communities and applicants with disabilities. At Ovarian Cancer Action, we firmly believe that embracing diversity, promoting equality, and fostering inclusivity are not just buzzwords but essential values that drive our success. We understand that a diverse workforce brings together unique perspectives, experiences, and talents, which ultimately fuels innovation and enhances our ability to better serve the communities we serve and work with.

How to apply

If this sounds like the role for you, we'd love for you to apply with the following:

- Tell us why you think this role is for you and what makes you stand out. Naturally, we'd love to hear about your experience, your highlights, what you've learnt in your career, what you want and need to learn. (Ideally no more than a page).
- Your latest CV.

The deadline for the role is 9.00 am Monday 28 October.

Interview dates

First virtual interviews will take place in the week commencing 4 November. For those progressing further, second in-person interviews will take place at the London office of Ovarian Cancer Action in the week commencing 11 November.

Please note we will be assessing applications as soon as they come in, so please apply early.