



Job description - Head of Philanthropy & Partnerships

- Reports to:** Director of Income Generation and Development
- Direct Reports:** Trusts & Foundation Manager, Volunteer & Member Charity Co-Ordinator, Corporate Development Manager
- Location:** Hybrid working - office at our Head Quarters in Milton Keynes with home-based work on an as-agreed basis
- Hours of work:** Full time, 9 am– 5pm, plus reasonable additional hours necessary to perform duties
- Job Purpose:** To lead delivery of our fundraising in five key income lines: Trusts & Foundations, Corporate Partnerships, Legacies, Other Charities, and Lottery; assist the Director of Income Generation and Development with our Major Donor programme; and oversee our Volunteer programme

Requisite Skills & Experience:

- 1) Proven experience and success in securing, managing, and growing high value fundraising income, including corporate partnerships, trusts & foundations and major donors. Demonstratable strong strategic planning skills and the ability to develop and implement long-term strategies to achieve fundraising targets and enhance the charity's mission
- 2) Proven leadership and people management skills, with experience in overseeing multi-disciplinary teams. Essential experience includes team leadership, staff motivation, setting clear objectives, and fostering a collaborative work environment.
- 3) Excellent relationship-building and stakeholder management abilities.
- 4) Track record of developing and implementing successful fundraising strategies.
- 5) Exceptional communication and negotiation skills, with the ability to influence at senior levels.
- 6) Outstanding communication skills, including an excellent standard of written English
- 7) Analysing data and trends to inform fundraising strategies and measure success is an important aspect of the role. This includes using CRM systems and other fundraising tools

Main duties:

- 1) Develop and manage a team to deliver income targets
- 2) Create and implement a strategy for all income lines (as detailed above)
- 3) Support all members of the team in the preparation of annual operating plans and budgets for

each individual area of activity which can be used by the Director of Income Generation and Development and Leadership Team to monitor ongoing progress towards achievement of financial and non-financial targets

- 4) Grow our partnerships, corporate relationships, volunteer and member charity programme, and grant application success while ensuring an exceptional journey for all involved
- 5) Build and manage relationships with high-net-worth individuals, securing significant donations whilst assisting the Director of Income Generation and Development with our Major Donor Programme.
- 6) Lead the Trusts & Foundations Manager in identifying, applying for, and managing high-value grants
- 7) Identify and develop new opportunities for corporate engagement, including sponsorships, cause-related marketing, and employee fundraising
- 8) Work with the Volunteer and Member Charity Coordinator to grow volunteer networks and leverage their potential to support charitable activities
- 9) Create and implement processes and procedures for team members to support the achievement of income targets
- 10) Provide reports at weekly, monthly, or other intervals to measure performance versus target in each area of activity
- 11) Ensure that each team member has the appropriate skills to deliver their income targets, think strategically, is aware of and implements current best practice, and that all resources are deployed to maximum effect

General:

- 1) Ensure that central administration systems in place at Brain Tumour Research are complied with and that all information relating to supporters is correctly entered onto Brain Tumour Research's database
- 2) Ensure compliance with all relevant legislation, with the Code of Fundraising Practice, and with official guidance issued by the Fundraising Regulator
- 3) Comply with Brain Tumour Research's internal policies as appropriate
- 4) Undertake any other reasonable duties as required by the Director of Income Generation and Development