

# WHAT'S THE ROLE?

## PHILANTHROPY EXECUTIVE

The role of Philanthropy Executive is instrumental in inspiring a portfolio of trusts, foundations, and major donors to make philanthropic gifts to help beat prostate cancer. You will also lead the delivery and development of the Philanthropy team's Small Trust Mailing programme, using analysis to segment different audiences, while identifying new prospects and providing exceptional stewardship to current donors.

### IN THIS ROLE YOU'LL...

- Manage a mixed portfolio of Trusts, Foundations and major donors (£5k-£25k) cultivating and stewarding donors throughout the year through events and meetings.
- Lead the Small Trusts Mailing programme, a targeted programme of mailings throughout the year, incorporating asks to both prospective and existing Small Trusts which generates c.£300,000 per year.
- Support the Philanthropy team with the growth of five figure gifts through the identification of potential uplifts from the Small Trusts Mailing programme.
- Build and maintain excellent relationships and work collaboratively with other directorates to generate up-to-date and compelling content for applications and progress reports.
- Develop and maintain effective cross-team working to promote excellent stewardship and supporter journeys.
- Assist in devising and delivering strategies, budgets and plans to generate sustainable income from the portfolio.
- Proactively work with the Research Manager and Individual Giving Team to identify new charitable trusts, foundations and major donors who might support our work.
- Assist in maintaining high quality data ensuring information is gathered and recorded in accordance with the requirements of GDPR and Prostate Cancer UK Data Protection Policy.

### WHO YOU ARE...

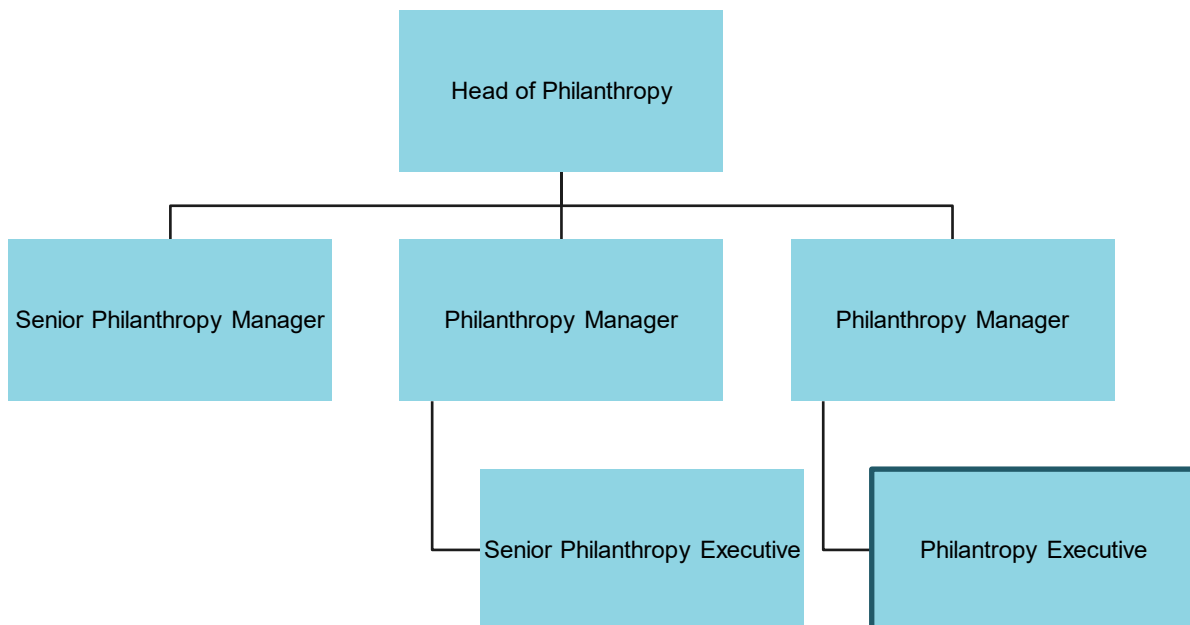
- Excellent communicator with experience of developing and writing compelling and creative content for a diverse audience.
- Able to communicate confidently and professionally with a broad range of stakeholders, including major donors, trustees and senior leaders.
- Experience of managing and working to income and expenditure targets.
- Ability to read and extract information from charity accounts.
- Ability to spot new opportunities and capitalise on them.
- Proficiency in working independently and proactively, and as an effective team member.
- Working knowledge of standard IT packages including Microsoft Word, Excel, and PowerPoint.

- Commitment to Prostate Cancer UK's values and working principles.
- Desirable: experience of raising funds from trusts or individuals and/or working in a not-for profit or charitable organisation.
- Desirable: experience of using The Raiser's Edge Database.
- Desirable: experience of working with a Small Trust Mailing programme
- Actively supports our commitment to equity, diversity, inclusion and allyship.

# YOUR ROLE: THE NUTS AND BOLTS

|                           |                                                                                                                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Your line manager:</b> | Philanthropy Manager                                                                                                                                                                              |
| <b>Job level:</b>         | Band 2B                                                                                                                                                                                           |
| <b>Contract:</b>          | Permanent                                                                                                                                                                                         |
| <b>Hours:</b>             | Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.                                                                                   |
| <b>Location:</b>          | Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office one day per week and we may need you to come in for specific meetings. |

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

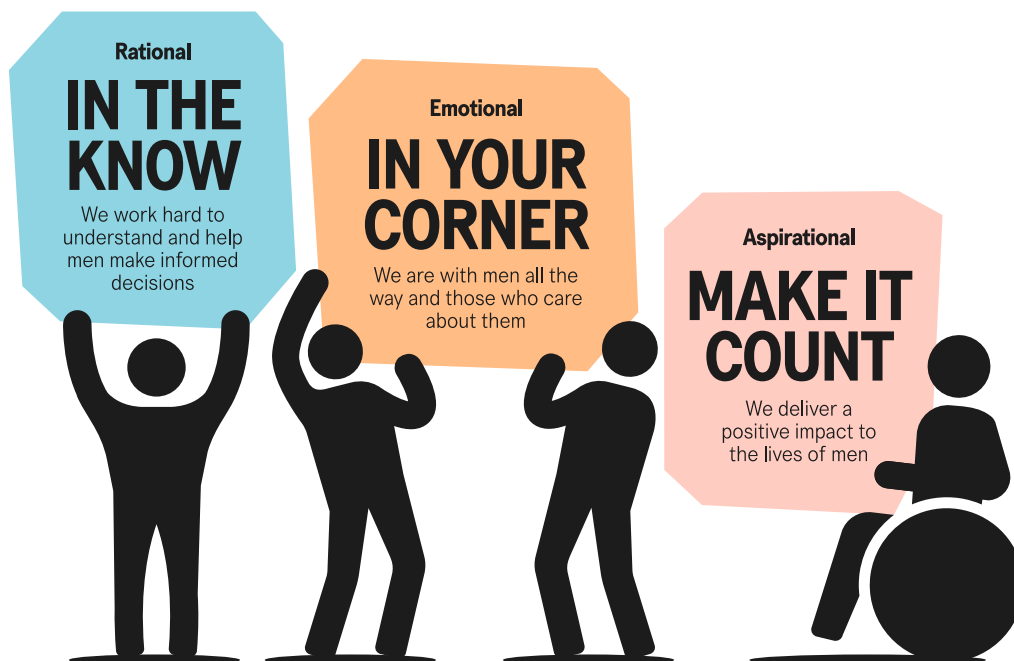


# OUR CULTURE

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