

# 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. I maintain, analyse, and grow the Philanthropy Team's successful Small Trusts Mailing programme, as well as manage a portfolio of major donors and Trusts. I am able to generate income through proactive identification of prospects and first-rate stewardship of existing 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.£380,000 per year.
- Assist the Senior Philanthropy Executive in carrying out detailed analysis of trust response rates to inform a strategic approach to mailings, looking at overall number of donors, response rates, avg. gift size and response to different content.
- Support the Senior Philanthropy Executive 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 my 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.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

### WHO YOU ARE...

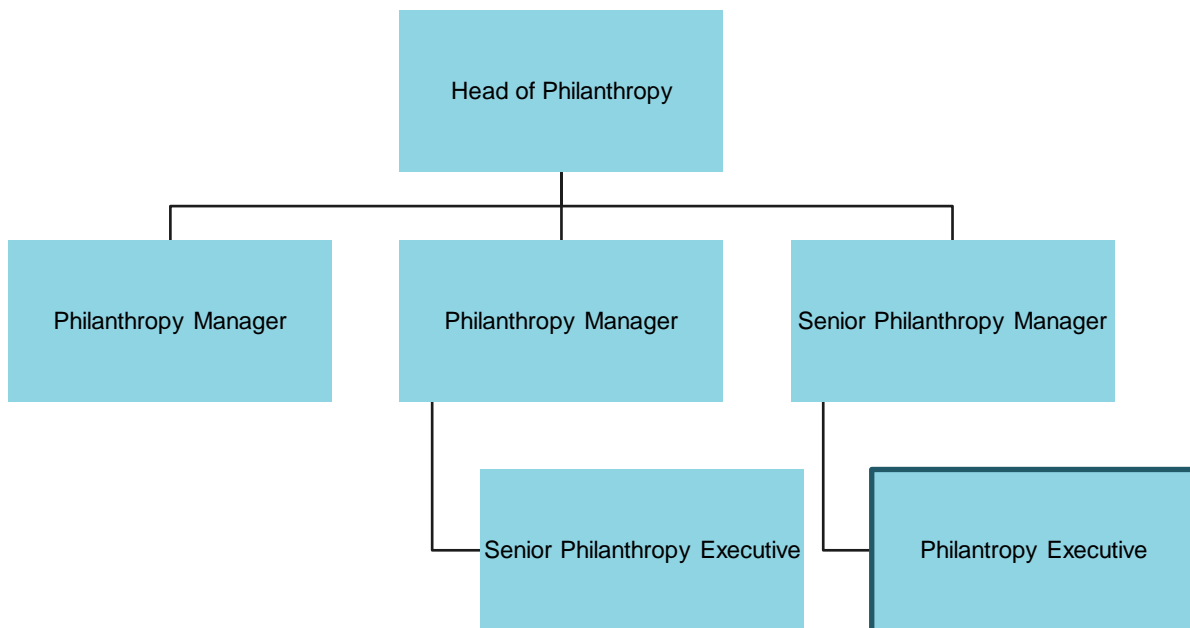
- Excellent communicator with experience of developing and writing compelling and creative content for a diverse audience.
- Proven ability to prioritise a busy workload, working to tight deadlines.
- Ability to engage with a range of stakeholders at all levels – both internal and external.
- Experience 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.
- Comfortable with speaking to donors over the phone.
- 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.
- Actively supports our commitment to equity, diversity, inclusion and allyship.

# YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Philanthropy Manager
- Job level:** Band 2B
- 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 day per week and we may need you to come in for specific meetings.

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

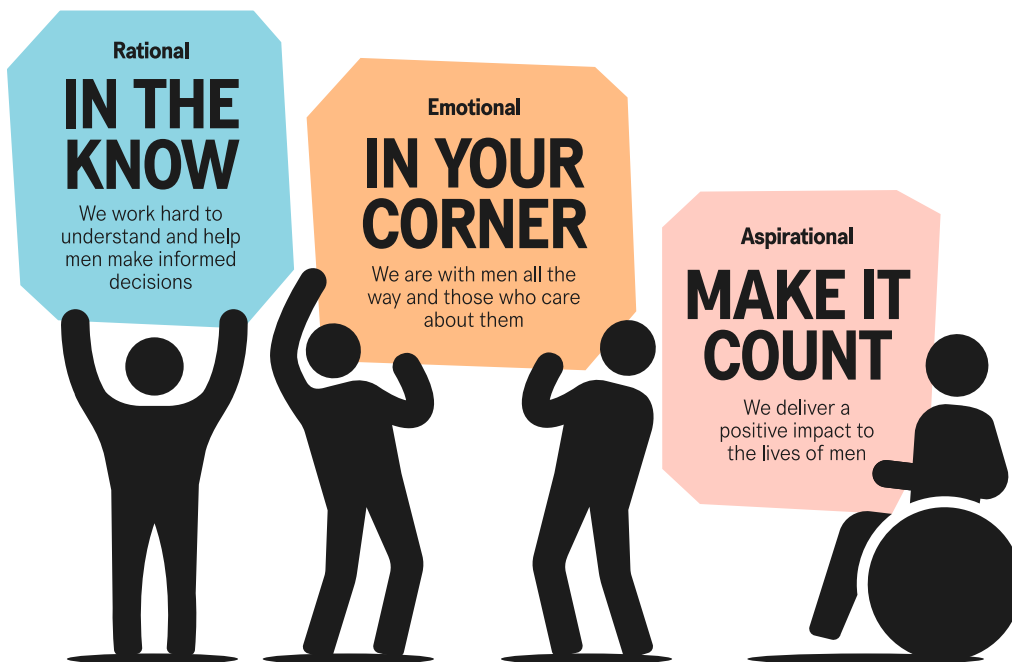


# OUR CULTURE

## 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> 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.