



SarcomaUK
The bone & soft tissue
cancer charity

Application Pack

Philanthropy and Individual Giving Manager



October 2026



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Dear Candidate

Post: Philanthropy and Individual Giving Manager

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 18 October 2026 (5pm)**. Interviews will be held **week commencing 2 November 2026** at Sarcoma UK offices, 1 St John's Lane, London, EC1M 4AR.

We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson – Chief Executive



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What is sarcoma?



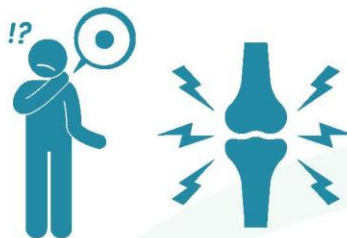
Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues



16 people are diagnosed with sarcoma every day in the UK



There are around 100 different types of sarcoma



Symptoms of sarcoma include

- a lump that gets bigger
- swelling, tenderness or pain in the bone

Sarcoma UK is a national charity that funds vital **research**, offers **support** for anyone affected by sarcoma cancer and **campaigns** for better treatments.



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sarcoma.org.uk

Q Sarcoma UK



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About Sarcoma UK

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer lives longer and better lives.

Our mission

We enable earlier diagnosis, advance treatments, improve care and ensure no one faces sarcoma alone by working with patients, families, researchers, healthcare professionals and policymakers.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



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Our Promise to people affected by sarcoma

Everything we do is shaped by the people affected by sarcoma.

Our work is guided by five commitments:

We are shaped and driven by people affected by sarcoma

We listen to and learn from the experiences of patients and families.

We are committed to equity

Everyone affected by sarcoma should be able to access the same quality of care, information and support.

We collaborate to make a bigger impact

We work with healthcare professionals, researchers, organisations and policymakers to achieve more together.

We uphold the highest standards

We use evidence and expertise to push for better care, treatment and research.

We are relentlessly ambitious

Sarcoma is decades behind other cancers. We will use every opportunity to close that gap.



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Equity, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect of your identity and experience.

Being part of Sarcoma UK means your voice; your perspective and your contributions will help us better serve everyone affected by sarcoma.

And that's a win for everyone.



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Philanthropy and Individual Giving Manager

Sarcoma UK is the only UK charity dedicated solely to supporting everyone affected by sarcoma, a rare cancer that too often goes unnoticed. Over the last five years, philanthropy has really grown and developed to a core area of growth. Thanks to the generosity of our major donors, trusts and foundations, we have secured transformational gifts, funded vital research including dedicated PhD studentships, and built a loyal community of supporters who are deeply connected to our work. We are incredibly proud of what has been achieved, and we are ready for the next chapter.

We now want to build on that success, continuing to grow our income while developing long-term, meaningful relationships with the people and organisations who make our work possible. As our Philanthropy and Individual Giving Manager, you will lead our major donor programme, personally managing a portfolio of generous supporters, alongside high value trust applications, our Big Give campaigns and the growth of our Group Funds. You will work closely with our director of Fundraising, CEO, trustees and colleagues across every income stream, from our flagship gala stewardship events to the London Marathon, to make sure every supporter feels valued and inspired by the difference they make.

We are looking for someone with heaps of experience in securing and stewarding significant gifts, who can bring confidence, warmth and strategic vision to the role. You will help steer and nurture a dynamic, keen and successful philanthropy team, sharing your expertise and helping each of them thrive. If you are passionate about building relationships that change lives and want to be part of a small but ambitious charity where your work truly matters, we would love to hear from you.

Job Description

Salary: £28,000 per annum
Hours: Part-time (22.5 hours per week)
Location: Hybrid – our London office (EC1V) and remote working. Working pattern to be agreed with the successful candidate.
Reports to: Fundraising and Communications Director
Benefits:

- Flexible working options including hybrid working



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- Pension with 5% employer contribution
- 25 days holiday entitlement per annum (pro-rata) plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
 - Health Cash Plan
 - Therapy sessions
 - Wellbeing Group
 - Team activities throughout the year
- Interest-free season ticket and bicycle loan

Job purpose

The Philanthropy and Individual Giving Manager will provide strategic leadership and direction for Sarcoma UK's high value fundraising portfolio, with a particular focus on major donors, supported by high value trusts and foundations and strategic individual giving programmes. This senior role is critical to transforming the organisation's capacity to secure transformational gifts and develop long-term philanthropic relationships that drive sustainable income growth.

With responsibility for a six-figure income target and oversight of key fundraising programmes, the post holder will develop innovative strategies, personally manage a portfolio of major donors and trust funders, and provide line management to the Trusts and Foundations Officer (supported by the Partnerships and Events Manager) as well as part-time line management support to the Senior Individual Giving Officer. The role requires an experienced fundraising professional who can operate at senior leadership levels.

Duties and key responsibilities

Strategic Fundraising Leadership

- Develop and implement a comprehensive high value fundraising strategy across major donors, trusts and foundations, and individual giving programmes, with major donor growth as the central priority.



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- Set ambitious income targets, create innovative propositions, and provide strategic forecasting to senior leadership on performance, opportunities and risks.
- The post holder's time will be allocated approximately as follows:
 - 40% Major Donors and Trustee Engagement
 - 20% Trusts and Foundations
 - 10% Strategic Individual Giving Oversight and Donor Upgrading
 - 15% Research, Prospecting and Pipeline Development
 - 10% Line Management and Team Collaboration
 - 5% Strategy Development and Organisational Leadership

Major Donor Fundraising

- Manage a personal portfolio of 20 to 30 major donors (£5,000 to £100,000+ annually), with individual plans for cultivation, solicitation, upgrade and stewardship.
- Identify, cultivate and solicit new prospects through research and networking, conducting face-to-face meetings and developing compelling, tailored proposals.
- Partner with the CEO, trustees, senior volunteers and board members on key donor relationships, briefing them well and making the most of their networks.
- Design a year-round cultivation and stewardship programme including events, project visits, researcher meetings and VIP engagement opportunities.
- Create meaningful connections between donors and Sarcoma UK's work, building long-term partnerships.
- Support the growth and stewardship of our Group Funds, working with families and supporters to maximise their fundraising and help them feel connected to the impact of their support.

Trusts and Foundations

- Lead the trusts and foundations strategy, securing grants of £10,000 to £250,000+, and personally leading the highest value applications.
- Ensure robust grant compliance, reporting and stewardship for multi-year partnerships.

Big Give

- Lead our Big Give match funding campaigns, securing pledges from major donors, trusts and champions, and working with colleagues to deliver a successful campaign.



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Individual Giving

- Oversee strategic direction for individual giving programmes, identifying upgrade opportunities into major giving and ensuring seamless donor journeys.

Team Leadership and Collaboration

- Line manage the Trusts and Foundations Officer and Senior Individual Giving Officer, providing supervision, development and strategic direction.
- Work collaboratively across all income streams, particularly the Glitter Ball and London Marathon, identifying opportunities to engage major donors, introduce new prospects and maximise income.
- Work collaboratively across Research, Policy, Support Services, Communications and Finance teams to identify fundable projects and develop compelling materials.

Data Management, Compliance and External Representation

- Maintain meticulous records on Raiser's Edge NXT, ensuring GDPR compliance and adherence to fundraising regulations.
- Provide regular performance reports, pipeline forecasting and KPI tracking.
- Act as a senior ambassador at external events, networking with high net worth individuals, trust representatives and sector leaders.
- Stay current on philanthropy trends, sarcoma research developments and fundraising best practice.

Other

- The role requires some travel to events and meetings throughout the UK. Some weekend or evening work will also be required and time off in lieu will be given.
- The post holder will be working in a developing environment and will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.



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Person Specification

	Essential	Desirable
Education, training, qualifications	A good level of general education, including a high standard of English and maths.	Previous training undertaken through the Institute of Fundraising and/or other relevant bodies.
Experience	Proven track record of personally cultivating, soliciting and securing five and six-figure gifts from major donors	Experience of securing gifts of £100,000+ or leading a capital or major appeal
	Successful experience of writing and securing high value trust and foundation grants	Experience of fundraising for medical research or a health charity
	Experience of working collaboratively across income streams, including events and challenge events	Experience of running Big Give or other match funding campaigns
	Experience of managing a personal portfolio of major donors and building a strong pipeline	Experience of working with a small or growing fundraising team
	Experience of line managing and developing fundraising staff	Experience of overseeing individual giving programmes, including donor upgrade journeys
	Experience of working with CEOs, trustees and senior volunteers on donor relationships	Experience of designing donor cultivation events and VIP engagement
		Experience of supporting tribute or family led funds
Knowledge	Sound knowledge of major donor and trust fundraising best practice	Knowledge of the rare cancer or sarcoma landscape
	Understanding of GDPR and fundraising regulations, including the Code of Fundraising Practice	Knowledge of prospect research tools and techniques
	Experience of using a fundraising CRM database	Experience of using Raiser's Edge NXT



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	Essential	Desirable
Skills	Excellent relationship building skills, with the confidence to make significant asks face to face	Ability to translate complex research into accessible, compelling donor stories
	Outstanding written communication skills, with the ability to produce persuasive proposals and reports	Networking skills with high net worth individuals
	Strong strategic planning, forecasting and pipeline management skills	Experience of developing income strategies and propositions from scratch
	Ability to manage a varied workload and meet deadlines while working remotely	
Personal qualities	Warm, credible and professional ambassador for the charity	Personal connection to or understanding of the impact of cancer
	Self-motivated and proactive, able to work independently from home	
	Collaborative approach, working well across teams	
	Commitment to Sarcoma UK's mission and values	
	Actively promote equality, diversity, and inclusion within Sarcoma UK and in all external interactions	
Other	Willingness to travel for events and meetings as required, including occasional evening or weekend work	