

## Role Profile

### Details

Job Title:	<b>Philanthropy Manager</b>
Job Grade:	<b>Manager</b>
Reports to:	<b>Head of Fundraising</b>
Based in:	<b>Harrogate</b>
Hours:	<b>Full time, 37 hours</b>

### Overall purpose

This important, high-profile role at Yorkshire Cancer Research is based in Harrogate, with occasional travel to meet potential philanthropists across Yorkshire and beyond.

The Philanthropy Manager identifies and approaches people who wish to invest in the advancement of worldwide research to find cures for cancer.

With the full support of stakeholders, including the Chief Executive, Leadership Team and Board of Trustees, the role holder will build on the strong pipeline of prospective high value donors that has been established, developing relationships with individuals who wish to donate five- and six-figure sums so that many more people in the region can participate in the latest research and trials whilst contributing to global understanding of the best ways to prevent, diagnose and treat cancer.

Reporting to the Head of Fundraising, the role-holder will grow Yorkshire Cancer Research's portfolio of major donors and deliver exceptional levels of tailored engagement and stewardship. In doing this, they will contribute towards the charity's ambition to secure significant income to achieve the charity's plans to save more lives in Yorkshire and beyond.

### Key responsibilities

#### Strategy and Planning

- Develop and implement Yorkshire Cancer Research's major donor fundraising strategy and plans.
- Provide philanthropic individuals with the opportunity to fund research and services that will make a positive difference to people with cancer in Yorkshire, and beyond.

- Closely listen to and understand individual's interests and/or concerns and match their requirements to the charity's research/services that are likely to be of greatest interest.
- Develop bespoke, well-crafted proposals that accurately reflect an individual's philanthropic wants and needs and how the charity can meet them.
- Build long-term relationships that result in individuals donating major gifts.
- Play an active role in the charity's fundraising team and across the wider charity, fostering effective working relationships and collaborations with colleagues.
- Forecast and manage budgets for areas of responsibility.

### **Philanthropist Identification, Engagement and Stewardship**

- Develop a portfolio of potential major donors and create appropriate engagement opportunities\* ensuring that these opportunities match the individual donor's wants and needs.  
(\*These engagement opportunities may include events, communications, smaller dinners, and meetings with senior people at Yorkshire Cancer Research).
- Provide a bespoke, professional customer experience to all contacts at all times.
- Work with colleagues (e.g. in the marketing and the events teams) to identify existing charity activities that may help attract and engage major donors.
- Build a pipeline of major donor prospects who share the charity's values and ambition to save lives by researching and trialling new ways to cure cancer.
- Track the progress of all potential major donor relationships and create reports to chart progress as well as key learnings.
- Ensure donors' records are accurate, kept up to date and all information is managed in line with data protection regulation and best practice.
- Ensure the charity's CRM system is updated with each new contact made and the latest status of each relationship.
- Take on other duties as the charity may reasonably require.

### **Qualifications**

- A degree or equivalent qualification in a relevant discipline, or proven experience working in a similar role at a similar level.

### **Knowledge and experience**

- Experience of proactively approaching prospects and building long-term relationships, preferably with philanthropists or family foundations.

- Experience of researching individuals and using this insight to inform decision-making.
- Experience of working collaboratively and effectively in a matrix-management organisation.
- Experience of collaborating with others to develop propositions that will appeal to the target prospect or audience.
- Experience of developing clear Key Performance Indicators and reporting performance against them.
- Experience of effective budget management.
- Experience of working with databases and CRM platforms (e.g. Access or Raiser's Edge).
- Knowledge of the Fundraising Regulator Code of Fundraising Practice and confident adhering to the relevant requirements.

### Skills and abilities

- Excellent interpersonal skills with the ability to build strong relationships.
- Happy to work independently and to ask for support where this is needed.
- Likes to work with, and support, colleagues as part of a team working towards a common goal.
- Excellent communication skills, both verbal and written, with an ability to use active listening skills, and write professionally and appropriately for the audience.
- High levels of computer literacy with comprehensive knowledge of Microsoft Office applications, especially Word, Excel and Outlook.
- Strong organisational skills and works to an extremely high level of accuracy.
- Able to analyse and present data and information in a way that is helpful and actionable to others.
- Comfortable sharing ideas, insights and learnings with colleagues to help the charity continually learn and improve.
- Adheres to legislation, with particular attention to GDPR.

### Other requirements

- Ability to travel across the Yorkshire region
- Proof of your eligibility to work in the UK
- Professional qualification check (to be undertaken once the role is offered and accepted)

### DBS Check Level

- This role requires a DBS check at basic level.

### **Values and Behaviours**

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

# Yorkshire Cancer Research Values & Behaviours

## Values

<p><b>Here for Yorkshire</b></p>	<p><b>United by the cause</b></p>	<p><b>Think big and bold</b></p>	<p><b>Make it happen</b></p>
<p>The needs of people in Yorkshire come first.</p> <p>They are at the heart of everything we do.</p>	<p>We collaborate with each other and with other organisations; united by the need to <i>Give Yorkshire More Life to Live</i>.</p>	<p>We deliver world-leading research and services.</p> <p>We dare to think differently.</p>	<p>We create and build solutions.</p> <p>We approach our work with positivity, energy and drive.</p>

## Behaviours

	Behaviours
<p><b>Here for Yorkshire</b></p>	<p><b>The needs of people in Yorkshire come first</b></p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p><b>People are the heart of everything we do</b></p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
<p><b>United by the Cause</b></p>	<p><b>United by the need to <i>Give Yorkshire More Life to Live</i></b></p> <p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p><b>We collaborate with each other and other organisations</b></p>

	<p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<p><b>Think Big and Bold</b></p>	<p><b>We deliver world-leading research and services</b></p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p><b>We dare to think differently to Give Yorkshire More Life To Live</b></p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals. Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<p><b>Making it Happen</b></p>	<p><b>We create and build solutions</b></p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p><b>We approach our work with positivity, energy and drive</b></p> <p>We see every challenge as an opportunity to provide a solution. When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>. We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

## **Job Applicant Privacy Notice**

As part of any recruitment process, Yorkshire Cancer Research collects and processes personal data relating to job applicants. The charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the charity collect?**

The charity collects a range of information about you. This includes but is not limited to:

- name, address and contact details, including email address and telephone number;
- details of qualifications, skills, experience and employment history;
- information about current level of remuneration, including benefit entitlements;
- whether or not applicants have a disability for which the organisation would need to make reasonable adjustments during the recruitment process;
- information about entitlement to work in the UK; and
- equal opportunities monitoring information, including information about ethnic origin, sexual orientation, health and religion or belief.

The charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The charity will also collect personal data from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The charity will seek information from third parties only once a job offer has been made and will inform the successful applicant that it is doing so.

Data will be stored in a range of different places, including application records, in HR management systems and on other IT systems (including email).

### **Why does the charity process personal data?**

The charity needs to process data and take steps before entering into a contract with a potential employee.

In some cases, the charity needs to process data to ensure it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Where an application is unsuccessful, the charity will keep personal data on file in case there are future employment opportunities for which the individual may be suited. The charity will ask for consent before it keeps data for this purpose, and this consent may be withdrawn at any time.

### **Who has access to data?**

Information is shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the charity's team with the vacancy and IT employees if access to the data is necessary for the performance of their roles.

The charity will not share data with third parties, unless an application for employment is successful and it makes an offer of employment. The charity will then share data with former employers to obtain references, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The charity will not transfer personal data outside the United Kingdom.

### **How does the charity protect data?**



The charity takes the security of data seriously. It has internal policies and controls in place to ensure data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by employees in the proper performance of their duties. The charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

### **For how long does the charity keep data?**

If an application for employment is unsuccessful, the charity will hold the applicant's data on file for six months after the end of the relevant recruitment process. If the applicant agrees to allow the organisation to keep their personal data on file, the charity will hold this data on file for a further six months for consideration for future employment opportunities. At the end of that period or once consent is withdrawn, this data is deleted or destroyed.

If an application for employment is successful, personal data gathered during the recruitment process will be transferred to a personnel file and retained during employment. The periods for which data will be held will be provided in a new employee privacy statement.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the charity to change incorrect or incomplete data;
- require the charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the charity is relying on its legitimate interests as the legal ground for processing; and
- ask the charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the charity's Company Secretary, Joanne Mornin ([joanne.mornin@ycr.org.uk](mailto:joanne.mornin@ycr.org.uk))

You can also make a subject access request by contacting the Company Secretary.

If you believe that the charity has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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