



<b>Job Title</b>	Senior Corporate Partnerships Executive
<b>Directorate</b>	Philanthropy and Partnerships
<b>Accountable to</b>	Head of Corporate Partnerships
<b>Responsible to</b>	Corporate Partnerships Manager

## About Us

The Royal Marsden Cancer Charity raises money to save the lives of people with cancer, everywhere. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

With one in two of us expected to develop some form of cancer, it is essential that we go even further in our fundraising efforts to support the essential work of The Royal Marsden. Therefore, we are delivering our most ambitious strategy yet, that will see us raising at least £215m over the 5-year period.

The Charity is committed its biggest fundraising appeal to date, for a new major development project in Chelsea. There is also an extensive portfolio of engaging projects outside of the capital appeals that help to support all aspects of the hospital's work to improve the lives of cancer patients.

## Our Values

We know that to succeed it is critical to work collaboratively, with a set of shared behaviours that guide and govern how we work every day. In consultation with our staff, we have defined five Values which we believe are central to who we are and how we work and we are committed to living them daily.

We are:

### **Respectful**

We believe in a safe, supportive workplace, seek the expertise and contribution of others and are mindful of the needs of our supporters and stakeholders.

### **Kind**

We are caring, responsive, considerate, and generous with our time.

### **Ambitious**

We have high aspirations and are enterprising in our approach.

### **Purposeful**

We make informed decisions which support our agreed priorities, showing desire and determination to achieve our goals to make a tangible difference.

### **Versatile**

We explore alternative solutions and respond positively to new opportunities to maximise our impact.

## The Corporate Partnerships Team

Working for us offers you a challenging and rewarding career, as well as the chance to improve the lives of those living with cancer. The Corporate Partnerships team sits in the Philanthropy and Partnerships Directorate, a high-performing function that is responsible for all areas of high-value fundraising including major donors, trusts and foundations, corporate partners and special events/high-value committee supporters.

Currently a team of seven, we have seen income grow from £700k in 2019/20 to more than £3million in 24/25. It's a hugely exciting time to join the team as the growth of Corporate Partnerships is a key priority for the Charity. With high-profile partnerships already in place, with Nationwide Building Society, Omaze, Ralph Lauren and Banham, and an established Corporate Partnerships Board to help drive forward business development, there is much momentum to push ahead and secure high-value, national partnerships, in support of The Royal Marsden's incredible work.

## Job Purpose

This role will deliver excellent stewardship to a portfolio of current partners - including both fundraising and in-kind relationships - as well as supporting on our high-value partnerships. It will support the development and growth of corporate income, in line with our five-year strategy, through playing a key role in the partnership management team.

## Working Relationships

The role liaises with multiple stakeholders; internally, these include colleagues in Stewardship and Communications, Major Gifts, Events, Trusts, Philanthropy Research, Marketing, Communications, Community, Data and Finance. The role involves external stakeholder management with partners, donors and volunteers, as well as staff across The Royal Marsden.

## Key Areas of Responsibility

- Support the Senior Corporate Partnerships Manager and Corporate Partnerships Manager in the management, delivery and development of high-value partnerships
- Work on the delivery of our mid-value partnerships, both fundraising and in-kind partners, to achieve partnership objectives whilst seeking opportunities to grow these relationships wherever possible
- Support the Corporate Partnerships team on team-wide projects, supporting our progress and planning as a team overall
- Working with Comms teams across the Charity (Stewardship and Comms and Marketing/Digital/PR), manage the planning and delivery of key information materials, e.g. webpages, used to engage all corporate partners and stakeholders
- Work across the Philanthropy and Partnerships team to support with team-wide tasks, working closely with colleagues to support the Charity's overall strategic objectives and targets
- Maintain excellent records on partnerships and prospects on Raiser's Edge, ensuring that all information relating to donors is produced and stored in line with data protection regulations and best practice
- Develop strong relationships with key internal and external stakeholders involved with The Royal Marsden to support partnership delivery
- Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation

## Person Specification

<b>Candidates must be able to demonstrate</b>	<b>Essential (E) or Desirable (D)</b>
<b>Experience and knowledge</b>	
Experience of high-value fundraising	E
Able to provide and receive highly complex, sensitive and confidential information, and negotiate with senior stakeholders	E
Proven success and involvement in managing five-figure gifts and managing relationships	E
A strong track record and aptitude for high-value acquisition	D
A track record of successfully fundraising for a major charitable project or appeal	D
An interest in cancer and health issues	D
Experience of using Raiser's Edge	D
<b>Key competencies</b>	
Highly proactive and self-sufficient	E
Excellent interpersonal and communication skills, evidenced by successful relationships with donors, board members, VIPs, or senior volunteers and ambassadors	E
Strong and effective written skills evidenced in communications including emails, cover letters, reports, updates etc to donors and stakeholders	E
Excellent organisational skills and attention to detail	E
Able to problem solve, adaptable, flexible and able to cope with uncertainty and change	E
Able to respond sensitively and appropriately to emotional circumstances, including distressed/bereaved donors	E

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

## Conditions of Service

<b>Salary</b>	£33,000 - £35,000 per annum
<b>Contract Type</b>	Fixed Term – 12 months
<b>Hours of Work</b>	37.5 per week
<b>Location</b>	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from Sutton site.
<b>Benefits</b>	27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more.  Refer to our summary of benefits information attached, and on our website for further details.

## Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

## Summary of Benefits

### Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

### Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

### Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities

### Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

### Health and Wellbeing

- Self -referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

### Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.