



VACANCY PACK

Join us as we lead the search for a cure.



Registered with
FUNDRAISING
REGULATOR

**ALZHEIMER'S
RESEARCH UK** **FOR A
CURE**



WELCOME TO ARUK

If nothing changes, one in two of us will be directly affected by dementia – either by caring for someone with the condition, developing it ourselves, or both. Alzheimer's Research UK exists to change that.

As the UK's leading dementia research charity, we're working to revolutionise the way we treat, diagnose, and prevent dementia. But we won't stop there. We will keep going until we find a cure.

Working for Alzheimer's Research UK, you can be part of a team that is:

- Funding world-leading research into dementia across the UK and beyond. Our Research Network brings together nearly 3,000 dementia researchers, to share ideas, collaborate and accelerate our search for a cure.
- Providing information about dementia to people affected and their families.
- Helping to improve understanding about dementia and the potential for research to cure the diseases that cause it.
- Campaigning to keep dementia research on the political agenda and working to ensure government funding for research is a priority.
- Building a social movement behind our cause, inspiring thousands of people to stand with us to find a cure.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work. Our pioneering spirit is reflected in the energy and drive of our employees. As CEO, I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from dementia. We exist for a cure and, together, we will change lives.

Hilary Evans-Newton.

Hilary Evans-Newton
Chief Executive



JOB TITLE

FTC if applicable



HEAD OF PHILANTHROPY

JOB DESCRIPTION

Main Purpose of the Role

Philanthropy and Partnerships fundraising at Alzheimer's Research UK has grown significantly over recent years. The Directorate has a strong track record of soliciting seven-figure donations and winning significant corporate partnerships with well-known and well-loved brands such as Omaze, Cadbury, Warburtons, Roadchef and Dobbies.

We are now building upon this success and have launched a new, significant fundraising campaign. This campaign will help drive further transformational growth, from income across major donors, trusts and foundations, and corporate partners. Ultimately, it will help us fund cutting-edge research that will bring forward the day when we can diagnose, treat and prevent dementia.

As part of Alzheimer's Research UK's Leadership Team, and working closely with the senior stakeholders across ARUK, the Head of Philanthropy will lead the organisation's work with our philanthropy audiences (namely major donors, trusts and foundations). Under the banner of the new campaign, the Head of Philanthropy will define and implement the team's strategy, ensuring it supports the charity's vision, mission and strategic objectives.

The Head of Philanthropy will lead a Directorate of approximately 8-10 people and line manage three team members (namely the Philanthropy Executive and two Philanthropy Managers).

The role holder will also personally lead on relationships with a small group of ARUK's most generous supporters, and prospective supporters, across Philanthropy audiences.

Key Responsibilities

Strategy, finance and reporting

- Work with the Director of Philanthropy and Partnerships and Partnerships to lead on the strategy for the Philanthropy Team, including leading on the Ops plan, budgeting and strategy for the team.
- Grow Philanthropy income at Alzheimer's Research UK, in line with agreed targets and expenditure.
- Monitor progress against targets, adjusting as necessary.
- Provide direction, guidance and support across the Philanthropy team.
- Evaluate reporting methods across the team and ensure they facilitate the accurate recording of the Philanthropy team's fundraising activities.
- Represent the Philanthropy team at Head level internally.

Fundraising

- Manage a small portfolio of key current and prospective donors, building strategic relationships at the very highest level and delivering six and seven-figure gifts.
- Build a network of Senior Volunteers, working with the Director of Philanthropy and Partnerships to ensure the team are maximising the opportunities available through our President, Chair and other senior stakeholders.
- Develop a thorough understanding of ARUK's projects, policies and activities to enable you to articulate the mission of our work and inspire people to join us.

- Present and pitch to potential supporters and donors, managing high-level meetings where relevant and engaging other appropriate senior representation when needed.
- Ensure high-quality management of existing supporter relationships, making sure supporters find giving to ARUK rewarding and enjoyable.
- Tailor and develop Cases for Support to attract support for the work of ARUK's projects.
- Manage and attend events and meetings with external representatives and involving the Director of Philanthropy and Partnerships, CEO and other colleagues and volunteers.
- Work with senior and scientific staff, empowering them to build relationships with current and prospective supporters.
- Explore the opportunities for cross-team working, especially, but not limited to the Corporate Fundraising and Celebrity teams.

Line Management and people management

- Inspire, motivate, challenge and support individuals and teams within the Philanthropy team. Promote collaborative working across the team and with other teams across the charity, developing a culture of innovation, openness, accountability and resourcefulness.
- Line manage three members of staff, namely two Philanthropy Managers and the Donor Relations Manager, actively empowering, coaching and supporting them to develop their teams' operational plans and deliver on key priorities.
- Set clear goals, objectives and KPIs for each team member and provide them with the ongoing guidance and support they need to reach them.
- Role model and actively embed Alzheimer's Research UK values and behaviours across all activities, and champion the principles of Equity, Diversity and Inclusion.
- Provide strong leadership and support to the Philanthropy Team, through coaching, mentoring and developing individuals to enable them to effectively carry out their role. Carry out performance appraisal meetings and effectively promote team building and collaborative working to deliver the strategic and operational plans.
- Ensure all Philanthropy and Partnerships activity is conducted to the highest standards and in line with the strategic priorities, developing consistent and rigorous methods for measuring success and sharing knowledge/outcomes across the team, department, and wider charity.

Communications

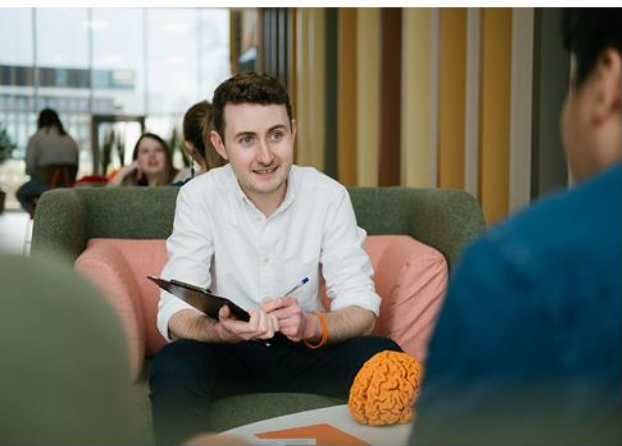
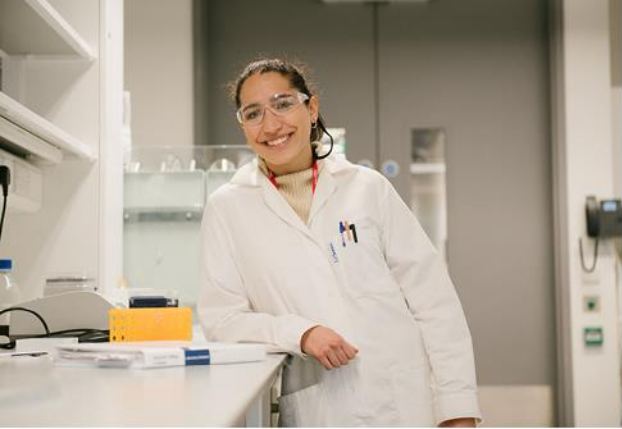
- Work closely with the Finance team to ensure all grants are correctly allocated and used, and conditions met
- Liaise and work with the Research team and the Communications team to produce accurate and timely reports and applications
- Stay up to date with ARUK's research and other news to be able to communicate effectively with supporters, disseminating the charity's key messages both among the team and to key supporters.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Demonstrable knowledge and experience of major gift fundraising.
- Thorough understanding of managing a team of fundraisers.
- Experience of developing and implementing fundraising strategies.
- Proven track record in establishing, monitoring and achieving ambitious fundraising targets.
- Experience of managing a Philanthropy team to deliver significant income growth.
- Excellent communicator, with an ability to build relationships and inspire confidence and respect at all levels.
- Demonstrates strong negotiation, influencing and decision-making skills, with an ability to present arguments logically and confidently
- Excellent listening skills, receptive to feedback and demonstrates flexibility, curiosity and an ability to learn.
- Strong team player who can work both independently and collaboratively with internal and external stakeholders.
- Confident and engaging presenter with an ability to adapt style to suit the audience and react/manage short lead times.
- Excellent planning and organisational skills, with an ability to work to deadlines and reprioritise work in accordance with the organisational needs.
- Highly motivated and target driven, with an ability to demonstrate a proactive and pragmatic approach and identify ways to deliver creative and innovative solutions.
- Strong attention to detail with an ability to remain calm under pressure
- Strong ethical standards and a high level of personal integrity.
- Excellent IT skills in PowerPoint, Word and Excel.



WORKING AT ARUK

In 2024, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises **'World Class'** levels of workplace engagement. This is the second consecutive time; we have been awarded a Best Companies 3-star accreditation.

We were also listed in the prestigious Best Companies lists:

- 18th in the 100 Best Large Companies to Work For in the UK.
- 10th in the 50 Best Companies to Work For in the East of England.
- 2nd in the 30 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**.
- Be **inspirational**.
- Be **empowering**.
- Be **aware** of our impact.
- Work in a **collaborative** way.
- Be **accountable**.



EMPLOYEE BENEFITS

Alzheimer's Research UK would not be able to achieve its vision or accelerate progress towards a cure without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.



Holiday Entitlement

Employees receive 29 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day's leave. There is also the option to buy up to 5 additional days holiday per year or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.



Healthcare

Employees are offered **Private Medical Insurance**, a **Health Cash Plan**, **Life Insurance** and **Income Protection**. Our **Employee Assistance Programme** provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.



Sick Pay

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.



Pension

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%.



Cycle to Work Scheme

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.



Family Friendly Policies

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.



Learning and Development

My Learning, Our Breakthroughs programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.



Electric Vehicle Scheme

Employees can lease an electric vehicle via a Salary Sacrifice Scheme. This includes 4,000 free miles of charge, charger, insurance, servicing, tyres, maintenance and breakdown all in one monthly payment.



TERMS OF APPOINTMENT

Contract Type: Fulltime, Permanent

Salary: Circa £70,000 per annum

Working Hours: 35 hours per week

Ways of working: As part of our Agile ways of working you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office.

Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

OUR OFFICE

Our office is at 3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.





HOW TO APPLY

We value diversity and are committed to creating an inclusive culture where everyone can be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures, particularly from those in the global majority, those with disabilities, men and those from the LGBTQIA+ community. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to being an inclusive employer and ensuring fairness and consistency in our selection process, we will handle your CV and application with the utmost confidentiality. Should you require any adjustments at either the application or interview stage, please contact us at recruitment@alzheimersresearchuk.org.

To be considered for this role, please create an online account using our Online Recruitment Platform, via your desktop or mobile device, which can be accessed through our [Job Vacancies page](#).

Once you have created your online account, you will be able to apply for this role, and can attach your CV. You will also be able to track your application, view other vacancies and sign up for future job alerts.

Your supporting statement should summarise the following:

- Why you are interested in applying for the role.
- How your skills, knowledge and experience meet the requirements of the person specification

The closing date for applications is **4th May 2026**, with interviews being arranged once shortlisting has been completed. We would encourage you to submit your application at the earliest opportunity, as on occasion we may have to bring forward the interview date and/or the closing date based on the needs of the business. Although a possibility, this will only happen in exceptional circumstances. Please indicate in your covering letter if you are unable to attend an interview on a certain date.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

CVs will be kept by Alzheimer's Research UK in line with the General Data Protection Regulations. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities and sign up for future job alerts.

TESTING POLICY

[Animal Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our Stem Cell testing policy at ARUK.