



Vacancy Information Pack

Join us as we lead the search for a cure.



HEAD OF PHILANTHROPY

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

Hilary Evans
Chief Executive

TOWARDS A CURE: OUR STRATEGY TO 2033

Alzheimer's Research UK was founded in 1992 as the Alzheimer's Research Trust when, shocked by the lack of investment in dementia research, a small team of dedicated trustees and scientists set out to fund the building of a dedicated research centre in Cambridge, a city known as a centre of research excellence. The focus shifted to funding scientists in universities to ensure that as much money as possible went directly into research. Since then, ARUK has established a [network of centres](#) of research excellence, alongside investing in the wider research community, supporting thousands of scientists working on breakthroughs in dementia research based across the UK and the world.

Our 10-year strategy, [Alzheimer's Research UK: Towards a Cure](#), defines the change we want to see for people affected by dementia and identifies the unique role that we play.

Our goals

Treatment: People will be able to access new life changing treatments for the diseases that cause dementia.

Diagnosis: People will get an earlier and more accurate diagnosis of the diseases that cause dementia, for improved access to research and treatments.

Prevention: Fewer people will develop the diseases that cause dementia.

Our enablers to deliver these changes

Our supporters: We'll make progress with the dedication and generosity of every supporter.

Our influence: We'll generate awareness, impact and action.

Our organisation: We'll develop our people, systems and structures.

For more details about areas of focus of our work driven by this strategy and setting out a clear path towards a cure, see our [annual report](#).

Joining our team

This is a particularly exciting time to join Alzheimer's Research UK.

There has never been a more important time in dementia research. With promising new drugs in clinical trials that slow the progression of the diseases that cause it, and revolutionary new methods of diagnosis on the horizon, we are now at a tipping point in our mission for a cure.

Last year we launched our new 10-year strategy, brand and a powerful new brand campaign, and we are ambitious in our plans to inspire more people than ever to join our movement.

JOB DESCRIPTION

Main Purpose of the Role

As part of Alzheimer's Research UK's Leadership Team, the Head of Philanthropy plays a pivotal role in leading the charity to accelerate progress towards a cure.

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), by defining and implementing the team's strategy and ensuring that these plans support the charity's vision, mission and strategic objectives.

The Head of Philanthropy will lead a team of approximately 8-10 people. 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 to lead on the strategy for the Philanthropy Team, including creating and implementing operational plans, and budgeting.
- 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.
- Work closely with the Head of Corporate Partnerships, to ensure we are maximising opportunities across the wider directorate.

Fundraising:

- Manage a 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 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 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:

- Liaise and work with the Research team and the Communications team to ensure the team has all the information it needs to be successful.
- 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.

Additional Responsibilities:

- Champion the principles equity, diversity, and inclusion in all aspects of the role.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.

PERSON SPECIFICATION

Knowledge and Experience:

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.

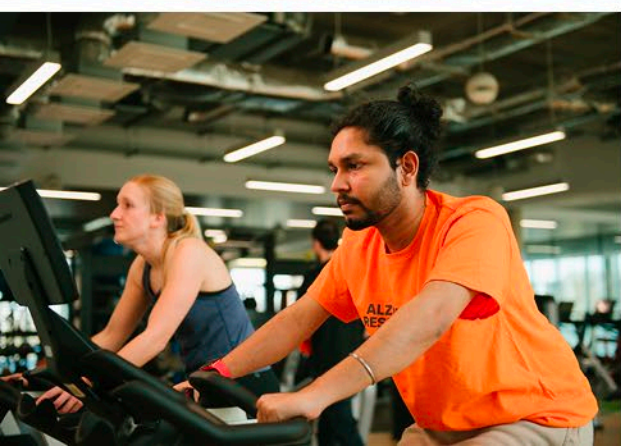
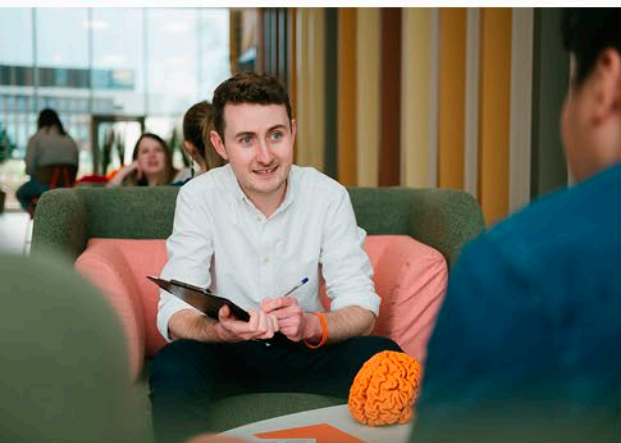
Desirable:

- Membership of the IOF or equivalent professional organisation.
- Knowledge of dementia
- Extensive experience of prospecting and managing high value strategic partnerships.

Skills and Personal Attributes:

Essential:

- 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 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises 'World Class' levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 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.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

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**



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 25 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 & 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.



TERMS OF APPOINTMENT

Contract Type: Permanent

Salary: Circa £65,000 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, in particular those from ethnic minority backgrounds who are currently under-represented. Any offer of employment is however subject to you having the right to work in the UK.

Please apply by submitting a copy of your Curriculum Vitae (CV) and a covering letter highlighting your suitability for the position and why you are interested, by clicking on this [link](#).

For any queries, please contact Suzie Groves at suzie@aawpartnership.com

Please note there is no closing date for this position – applications will be assessed as they come in and the role closed once the suitable candidate has been identified.

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.