



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



**Inclusive
Employers
Standard**
Silver
Accreditation 2024





PHILANTHROPY MANAGER

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.

The Philanthropy Manager will play a key role in the success of the Philanthropy Team. Working closely with the Head of Philanthropy and other stakeholders across ARUK, the Philanthropy Manager will drive income and deliver transformational gifts and strategic relationships with individual major donors and charitable trusts and foundations.

Key Responsibilities

Relationship Building and Income Generation

- Build relationships with a portfolio of high-value current and prospective major donors and charitable trusts, gauging their level of interest in our work, providing opportunities to engage with ARUK, and soliciting gifts through face-to-face meetings and events.
- Develop a thorough understanding of ARUK's projects, policies and activities to articulate the mission of our work and inspire people to join us.
- Tailor and develop cases for support to attract funding for ARUK's projects, fundraising across different areas of ARUK's work, including identified strategic priorities for the organisation.
- Present and pitch to potential supporters and donors, managing meetings where relevant and involving senior representation when needed — including supporting the Head of Philanthropy on high-value asks where required.
- Develop stewardship and engagement plans for donors, working with teams across ARUK to create bespoke and creative engagement opportunities, ensuring donors are thanked and updated and that their relationship with ARUK grows in depth and value.
- Work with the prospect development team to manage a portfolio pipeline, moving donors/trusts through the different stages to secure gifts.
- Lead on relationships with senior volunteers and senior leadership, where appropriate, empowering them to open their networks and ask for support.
- Work closely and collaborate with the Corporate Partnerships and other teams on cross-team fundraising opportunities.

Line Management

- Line manage a Philanthropy Officer, actively empowering, coaching and supporting them to develop their operational plans and deliver on key priorities.
- Work with the Head of Philanthropy to set clear goals, objectives and KPIs for the Officer 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.

Processes

- Liaise with the Philanthropy Executive (Admin) as required on expected income and gift restrictions.
- Work closely with the Donor Relations Manager to enable them to fully support donor relationships in terms of stewardship and recognition.
- Ensure supporter and event records are kept up to date through daily use of ARUK's CRM (Salesforce).

Events

- Play a key role in the planning and delivery of team events such as cultivation dinners, with support from the Events Team.
- Explore and develop new fundraising event opportunities, working closely with the Events Team to create engaging high-value event
- Lead on bespoke events such as online donor presentations or tailored lab tours for a small group of supporters.
- Represent ARUK at Philanthropy Team events, and at other ARUK events where major donors or the representatives of charitable trusts may be attending.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Demonstrable experience gained working in a major gifts fundraising or client relationship management role.
- Demonstrable experience of developing long-term/ strategic relationships.
- Demonstrable experience of developing relationships/ influencing through face-to-face contact.
- Demonstrable experience of working effectively without close supervision.
- Good understanding of the principles of major gifts fundraising.
- Experience working in a target-led environment.
- Excellent communicator with an ability to build strong relationships and inspire confidence and respect at all levels.
- Very strong, versatile written communication skills, with an ability to write persuasively for a range of audiences.
- 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.
- Excellent planning and organisational skills, with an ability to plan and set goals, work to deadlines and reprioritise work in accordance with the organisational needs.
- Demonstrates strong negotiation, influencing and decision-making skills, particularly when there are conflicting points of views.
- Demonstrates a proactive and pragmatic approach to investigating and solving problems, strives for continuous improvement and identifies ways to deliver creative and innovative solutions.
- A good blend of strategic and analytical thinking; with an ability to see the bigger picture.
- Strong attention to detail, sets high standards and strives for excellence.
- Ability to absorb and process new information quickly, including ability to grasp complex scientific concepts to a reasonable level.
- Driven and highly proactive - adept at spotting opportunities and maximizing them.
- Adaptable and flexible with a growth mindset, with a willingness to undertake occasional work in the evening.
- Thrives within a fast-paced environment, with an ability to remain calm under pressure.
- Strong ethical standards and a high level of personal integrity.
- Excellent IT skills in Outlook, Word, Excel and PowerPoint.

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 buy via salary sacrifice arrangement 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%. Salary sacrifice option also available.



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 £48,000 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.

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 \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our animal testing policy at ARUK.

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



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.

Accessible by public transport with bus and train services from Cambridge city centre and surrounding areas, the Park also runs its own commuter bus service which picks up from Cambridge Train Station (via Addenbrookes) and Whittlesford Parkway Station daily for Park occupiers.

Foot and cycle paths connect Granta Park to Cambridge, Sawston and Babraham and the Park is within touching distance of the A11 (linking with the A14 and M11) and the A505. For those travelling by car the Park also encourages membership of its free car sharing scheme.

Parking is free at Granta Park. [What-Three-Words – ///dragons.loafing.deeds](http://www.what-three-words.com/3/dragons.loafing.deeds)





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 October 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.