



Philanthropy Officer Candidate Information

September 2025

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Development & Communications

Our directorate is responsible for maximising support from major donors, individuals, trusts, corporates, charity partners and events. We have a proud track record of performing at a consistently high-level year on year, raising more than £14m per annum.

We have plans to expand our philanthropic and fundraising income for pioneering new research projects and have launched a £50m campaign to support our drug discovery work.

This is a pivotal time to join our team and play a key role in this campaign, which will help our scientists make the discoveries that are so urgently needed to improve cancer patients' lives.

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Philanthropy Officer

The Philanthropy team plays a leading role in the ICR's fundraising efforts by securing significant philanthropic support from individual donors to fund the ICR's research programmes and initiatives, including our biggest ever campaign to support our drug discovery work.

Reporting to the Philanthropy Manager this role will manage a portfolio of high-value donors and prospects, cultivating and stewarding relationships with individuals making gifts of up to £10,000 annually.

Supported by the Head of Major Gifts, and working closely with other colleagues, the post holder will lead on the design and delivery of a compelling stewardship programme, to inspire, engage and deepen connections with donors and senior volunteers.

You will have the opportunity to make a real impact in this role and help shape the future of Philanthropy at the ICR.

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

Philanthropy Officer

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Job description

Department / division:	Development & Communications Directorate
Pay grade / staff group:	Professional Services, Grade 5
Hours / duration:	Full time (35 hours per week), Monday to Friday.
Reports to:	Philanthropy Manager
Accountable to:	Head of Major Gifts
Main purpose of the job:	Play a key role in the Philanthropy team, building relationships with a portfolio of high value donors and potential donors and leading on a strategic stewardship programme to advance cancer research funding and impact.

Duties and responsibilities:

Manage a portfolio of philanthropy donors and prospects with a focus on gifts of up to £10,000 annually. Including preparing proposals, presentations and reports to a high standard and making face to face asks as appropriate.
Design and lead the implementation of a philanthropy stewardship programme, supported by the Head of Major Gifts and working closely with colleagues, to strengthen engagement and ensure a consistent, high-quality supporter experience across all portfolios.
Support philanthropy colleagues in the delivery of their tailored cultivation and stewardship plans.
Support the growth of the major donor prospect pipeline across the team, including contributing to growth strategies and taking ownership for growth of your own pipeline.
Work with the Prospect Research Executive to identify and develop high-value opportunities from individual giving channels, building meaningful connections with supporters to understand their interests and ensure thoughtful, well-timed approaches.
Collaborate effectively with senior volunteers to support the identification and development of a network of potential major donors.
Build good relations with our scientists and students and enlist their support for fundraising approaches, events, and donor stewardship.
Work collaboratively across the Directorate to support effective supporter journeys.
Maintain accurate and up-to-date records of major donor interactions and fundraising activities in the donor database to support effective reporting.

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General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

Educated to degree level or equivalent	Essential
An understanding of philanthropy and fundraising from high-net-worth individuals.	Essential
Knowledge of UK charitable giving, including tax effective giving, as applicable to individuals.	Desirable
Knowledge of fundraising within a scientific or academic environment.	Desirable

Skills

Able to demonstrate effective relationship building with external partners or donors.	Essential
Excellent communication skills, both written and verbal.	Essential
Comfortable in engaging donors/stakeholders through in-person interactions.	Essential
Able to develop relationships with a variety of people at different levels of seniority.	Essential
Confident and professional in approach, ability to exercise own judgment and discretion.	Essential
Strong organisational and project management skills with good attention to detail.	Essential
Passionate about helping the ICR to achieve its mission.	Essential
Experience of supporting at events.	Desirable
Experience of using a donor relationship management system.	Desirable
Experience of involvement in a significant fundraising campaign.	Desirable

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Donna Heenan for further information by emailing donna.heenan@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.