



Head of Major Gifts Candidate Information

September 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes and are passionate about our mission to make the discoveries that defeat cancer. We are a college of the University of London and a charity.

The ICR has been at the forefront of making discoveries in cancer for over 100 years. We provided the first convincing evidence that DNA damage is the basic cause of cancer.

In the last Research Excellence Framework ("the REF"), we came first overall for the impact of our research on society – a measure of the difference we have made to cancer patients. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

We have more than 1,000 staff and postgraduate students across three sites in Chelsea and Sutton.

Development Office

Our team 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 in excess of £13m per annum.

We have ambitious plans to by expanding our ambitions and fundraising for pioneering new research projects and will be launching a £50m campaign to support our drug discovery work this year.

This is an exciting time to build your own 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.

Head of Major Gifts

Candidate Information

Head of Major Gifts

The ICR is seeking a dynamic and experienced Head of Major Gifts to play a leading role in its fundraising efforts by securing significant philanthropic support from individual donors.

Reporting to the Deputy Director of Philanthropy, this role will be responsible for developing and implementing strategies to cultivate, solicit, and steward major donors to support the ICR's research programs and initiatives, including our biggest ever campaign to support our drug discovery work.

Head of Major Gifts

Candidate Information

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.

Head of Major Gifts

Candidate Information

Job description

Department / division: Development & Communications Directorate

Pay grade / staff group: Professional Services Grade 2

Hours / duration: Full time (35 hours per week), Monday to Friday.

Reports to: Deputy Director of Philanthropy

Main purpose of the job: Play a major role in the ICR's philanthropic efforts, fostering relationships with donors and partners to advance cancer research funding and impact.

Duties and responsibilities:

Recruit, lead and inspire your team to implement the major gifts growth strategy.

Work effectively with senior volunteers, Trustees and senior leaders to identify, map and develop a network of potential major donors. This will include supporting fundraising efforts by the Campaign Philanthropy Board in soliciting lead gifts.

Similarly, to build good relations with faculty, other scientists, and students to enlist their support for fundraising approaches and donor stewardship.

Develop and execute comprehensive strategies for major gift fundraising, aligning fundraising goals with the ICR's mission and priorities.

Conduct research to identify potential major donors, assess their philanthropic interests, capacity to give, and connections to the ICR, and develop tailored cultivation strategies accordingly.

Maintain accurate and up-to-date records of major donor interactions and fundraising activities in the donor database, tracking progress towards fundraising goals and providing regular reports to senior leadership.

To work closely with the Deputy Director of Philanthropy, assisting with day-to-day operational activities and contributing to the development and implementation of strategy, including research, acquisition, cultivation, stewardship and events in order to increase engagement and loyalty to the ICR.

To line manage and motivate several team members, including the Philanthropy Manager, and to oversee their responsibilities, offering guidance and support as required.

Head of Major Gifts

Candidate Information

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.

Head of Major Gifts

Candidate Information

Person specification

Education and Knowledge

An in-depth understanding of the world of philanthropy and fundraising from high-net-worth individuals	Essential
Knowledge of UK charitable giving and tax law as applicable to individual giving	Essential

Experience

A proven track record of securing income at the five and six-figure level.	Essential
Demonstrated success in managing a high-value and diverse portfolio of donors/clients that include complex relationships (e.g. interests and relationships across a large organisation, larger capacity to give, multiple stakeholders etc.).	Essential
Demonstrated ability to establish credibility and confidence with donors and prospective donors.	Essential
Crafting a variety of engaging, concise and fluent donor communications, including update reports, website copy, etc.	Essential
Experience of involvement in or leadership of a significant fundraising campaign.	Desirable
Experience of using a donor relationship management system e.g. Raiser's Edge NXT.	Desirable

Skills

Excellent presentation and negotiation skills; must have personal presence and a professional, polished manner.	Essential
High level of comfort with face-to-face asking.	Essential
Must be intellectually robust and able to engage with the science and communicate it effectively in layman's terms.	Essential
Excellent organisational skills with the ability to plan and prioritise work to meet tight deadlines, together with the ability to identify and resolve problems quickly.	Essential
Excellent verbal communication skills, with the ability to influence, negotiate and present to a variety of audiences.	Essential
The ability to develop relationships with a variety of different people and at different levels of seniority.	Essential

Head of Major Gifts

Candidate Information

Strong organisational and project management skills - the ability to plan and prioritise work to meet tight deadlines, as well as identify and resolve problems quickly.	Essential
Demonstrates discretion, tact and diplomacy.	Essential
Collaborative working style and a good team player who is willing to interact with the wider Development Office.	Essential
Passionate about helping the ICR to achieve its mission.	Essential

Head of Major Gifts

Candidate Information

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. All staff receive an additional three days at Christmas.

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 Hannah Joyce for further information by emailing hannah.joyce@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.