



Corporate Partnerships Officer

Candidate Information

April 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.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Corporate Partnerships, Development & Communications Directorate

This role will sit within the Development and Communications directorate. The directorate is designed with the capacity and skills to deliver growth in the ICR's philanthropy and fundraising through trusts, foundations, regular giving and challenge events, legacies, corporate, high-net-worth individuals to support the ICR's research priorities. The ICR is world-renowned for its outstanding cancer research – and it deserves communication to match. Communicating effectively about the ICR's work can help us build on our successes – attracting donors and supporters, the best staff and students, commercial partners and collaborators.

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Read more about our Corporate Partnerships work [here](#).

Corporate Partnerships Officer

Corporate fundraising has recently experienced a revival at the ICR and now represents an exciting opportunity to deliver new income from the corporate sector for our ambitious goals. Working with guidance from the (Senior) Corporate Partnerships Manager, this new role will support the growing Corporate Partnerships Team in all aspects of their work to maximise income and other benefits from companies. If you are looking for an opportunity to develop your skills in the dynamic world of corporate fundraising, this role is for you.

You will work with colleagues in the Development & Communications Directorate, drawing insight from our recent campaigns to lead us to further success. Leveraging internal and external relationships, you will work to deliver our corporate fundraising programme to help us realise our ambitions to grow brand awareness, engage prospective and existing companies with our science and most importantly, increase our fundraising income.

The role will involve both stewardship of existing partners as well as prospecting for new business. The postholder will also be expected to raise funds through corporate philanthropy and sponsorship (gifts of value up to £100k).

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

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Job description

Department / division: Development & Communications

Pay grade / staff group: PS04

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

Reports to: (Senior) Corporate Partnerships Manager

Duties and responsibilities:

1. To agree own targets within the scope of the Corporate Team's annual business plans, and to continuously monitor and report own performance against those targets.
2. To build and account manage own portfolio of accounts (including from corporate supporters and suppliers linked to the ICR), supporting ICR activities such as conferences and challenge events, ensuring a high level of customer service (including face-to-face meetings) and stewardship while maximising income from them within the bounds of resources available.
3. To prepare presentations and proposals for new business acquisition (including sponsorship), as requested by the (Senior) Corporate Partnerships Manager, and to ensure that good quality information on the ICR and appropriate opportunities for funding is readily available.
4. To support the Corporate Team as necessary with major corporate partnership delivery.
5. Liaise with the Prospect Research Team to ensure that all potential corporate partners are fully researched prior to approach, and to identify potential existing links within those companies through Trustees, staff, or existing donors.
6. To work with the Communications Team to deliver a regular programme of communication for corporate supporters and prospects to further engage them with the ICR's work, for example through: developing new corporate fundraising collateral; optimising the corporate partnerships webpages; invitations to cultivation events; social media; and direct mail and email.
7. To support the (Senior) Corporate Partnerships Manager on promoting the corporate partnerships function internally.
8. To identify and act upon opportunities for cross-promotion of wider ICR fundraising activities, such as payroll giving and participation in sports events.
9. To keep up-to-date and accurate relationship history records and to work with the Database & Gifts Administration team to develop systems to track performance and provide regular progress reports.

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Person specification

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.

A genuine interest in and willingness to engage with the ICR's scientific research; and a passionate belief in our mission.

Willingness to work occasional unsociable hours.

Education and Knowledge

Experience of working in a charity or higher education institution fundraising function.	Essential
Educated to degree level or equivalent.	Desirable
Knowledge of UK charity and taxation law, as applicable to corporate fundraising.	Desirable
A marketing or fundraising qualification (eg. CIM certificate/CertInstF).	Desirable

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Skills

Experience of managing a portfolio of donor/client relationships in a not-for-profit or business-to-business environment.	Essential
A degree of commercial awareness, in order to understand the needs of corporate supporters and present fundraising opportunities effectively.	Essential
Strong verbal communication skills and the ability to write well.	Essential
Basic numeracy and IT skills.	Essential
Experience of using a donor or customer relationship management system, e.g. Raisers Edge, and an understanding of its purpose.	Essential
Proactive and be able to think independently but be confident in asking for guidance where needed.	Essential
A collaborative colleague who demonstrates willingness to share information and ability to communicate positively and effectively with colleagues.	Essential
A professional and personable manner.	Essential
A willingness to think creatively, learn and develop.	Essential
Personable and adept at building strong interpersonal relationships.	Essential

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Benefits

We offer a fantastic working environment, great opportunities for professional 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 Annie Edwards for further information by emailing annie.edwards@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.