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# Trusts and Corporate Fundraising Executive (maternity cover) Candidate Information

February 2023

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## 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 2<sup>nd</sup> in the most recent league table of university research quality compiled from the Research Excellence Framework (REF 2022).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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

### Trusts and Corporate Team, Development Office

The Trusts & Corporate team is responsible for all philanthropic organisational relationships for the ICR.

The team sits within the wider Development Office which manages a range of fundraising initiatives to boost the ICR's income and further our vital research work. We also manage and promote the ICR brand.

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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

<b>Department / division:</b>	Trusts & Corporate Team, Development Office
<b>Pay grade / staff group:</b>	Professional Services 05
<b>Hours / duration:</b>	28 or 35 hours per week, maternity cover – up to 12 months.
<b>Reports to:</b>	Charity Partnerships Manager
<b>Main purpose of the job:</b>	<p>This position supports our fundraising strategy to significantly expand in number and value the ICR's philanthropic relationships with high net worth individuals, Trusts and Foundations and charity partners, primarily by providing proactive and responsive support to the Trusts and Corporate Team but also the wider Development Team when necessary. The role does this by:</p> <ul style="list-style-type: none"><li>• Developing philanthropic relationships with small to medium sized Trusts, Foundations, Family Charity Partners and companies to support the ICR's research. The post-holder will be expected to secure donations and grants in the region of £5-50k towards an overall target.</li></ul>

### Duties and responsibilities:

To account manage an agreed portfolio of existing Trust and Corporate donors, to maximise income towards agreed annual targets, ensuring a high level of customer service within the bounds of resources available.

To develop and produce progress reports, meeting funding communication deadlines, to support individual stewardship plans for donors in your portfolio, and those managed by other fundraisers.

To grow your prospect pipeline by researching new Trust prospects, including newly registered Trusts and cultivating new relationships with them.

Support the Charity Partnerships Manager in the stewardship and development of the ICR's Family Charity Partner supporter base.

To work with the Case for Support Manager to collate information on research priorities and write fundraising proposals (adhering to Tone of Voice guidelines). Liaise with our scientists and research support staff to gain an understanding of the details of projects and programmes for fundraising purposes.

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To contribute to a shared electronic database of proposals and project information for the Development Office teams; and to be able to explain the content of these proposals to the fundraisers as required. Although proposals would generally be in a format suitable for Trusts, they may need to be tailored to other fundraising audiences, e.g. Major Gifts.

To deliver a programme of communication to Trust and Corporate supporters and prospects to further engage them with the ICR's work. As part of this, to be responsible for managing our base of support from small Trusts through the 'Search' newsletter, and organising its mailing.

Create and maintain website and intranet content for the Trusts and Corporate Team.

Liaise with the Prospect Research team to ensure that all relevant potential donors/partners are fully researched and profiled prior to approach.

To be the key point of coordination with the Gift Administration team, ensuring that all gifts raised are appropriately recorded on the Raiser's Edge database and to keep up-to-date and accurate donor relationship history records.

To act as a point of contact for the Trusts and Corporate team from both internal and external audiences.

To undertake any other duties as might reasonably be required in this role to support the Trusts and Corporate team and wider Development Office.

### 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

Experience in a fundraising environment	Essential
An understanding of Trusts (and Corporate) fundraising	Desirable

#### Skills

Strong communication skills and the ability to write well	Essential
A good team player who demonstrates willingness to share information and ability to communicate positively and effectively with colleagues	Essential
Must have a professional and personable manner	Essential
Basic numeracy and IT skills	Essential

#### Experience

A genuine interest in and willingness to engage with the ICR's scientific research; and a passionate belief in our mission	Essential
A desire to develop a career in fundraising	Essential
Willingness to work occasional unsociable hours (e.g. meeting donors at ICR Discovery Club events)	Essential
Experience of working in a fundraising team or development office	Essential
Experience of using a donor or customer relationship management system, eg. Raisers Edge, and an understanding of its purpose	Desirable

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### Benefits

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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 Michelle Young for further information by emailing [michelle.young@icr.ac.uk](mailto:michelle.young@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.