



Imperial Health Charity

## Philanthropy Executive

Job Pack



**Imperial  
Health  
Charity**

HELPING  
OUR HOSPITALS  
DO MORE

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@ImperialCharity



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Imperial Health Charity is a registered charity, no. 1166084

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# The role



## Key information

**Hours:**

Full-time, 35 hours per week

**Duration:**

Permanent

**Salary:**

Band 5 (£35,986 - £39,774)\*

\*The starting salary for this role is £35,986 with the potential to progress based on annually reviewed performance.

**Notice period:**

Two months

**Probation period:**

Six months

**Place of work:**

178-180 Edgware Road, London, W2 2DS

**Reports to:**

Senior Philanthropy Manager

## About the role

The post holder will form part of our growing philanthropy team, raising income from the charity's major donors, trusts and foundations, and corporate supporters.

The post holder will be responsible for identifying, engaging and stewarding a range of cold and warm supporters, developing compelling proposals and impact reports, and managing a small portfolio of donors and the annual Christmas mailing for trusts and foundations to grow income, as well as supporting the philanthropy team more widely.

The post holder will also be responsible for achieving their own income targets and objectives (to be set after six-month probation review) and providing ongoing evaluation reports against agreed milestones and KPIs, as well as ensuring compliance with fundraising best practice at all times in accordance with the Fundraising Regulator.

# Main duties

## **Main duties and responsibilities:**

- Create compelling and high-quality written communications, including funding proposals and impact reports for major donor, trusts and foundations and corporate supporters.
- Drive new business by carrying out research into and building relationships with newly identified donors, obtaining and sharing relevant information with the philanthropy team.
- Lead on the development of the annual Christmas mailing for warm and cold trusts and foundations, with plans to introduce an additional Spring mailing.
- Manage a small portfolio of major donors, trusts and foundations, engaging them to ensure they are kept up-to-date on the impact of their support, with the aim to develop these relationships and grow income.
- Support the philanthropy team by maintaining up-to-date records on the Charity's CRM, detailing interactions with supporters and sending thank you letters.
- Ensure all income is accurately recorded on the Charity's CRM and report back to line manager for monthly management accounts.
- Work within the charity's due diligence, GDPR policies and processes, and provide due diligence reports for the wider philanthropy team.
- Maximise income opportunities by working in collaboration with the wider fundraising team, and cross-departmentally with the finance, grants, arts and volunteer teams.
- Work with the wider fundraising team to provide ad-hoc support on special events, projects or other duties where agreed with line manager.
- Demonstrate professionalism and best practice in all duties, comply with the charity's wider policies and procedures, and proactively support the wider team to deliver our mission effectively.

## **General duties**

- Maintain accurate records for stakeholders, including communication history, adhering to our data protection obligations and records management principles
- Take an active part in department and whole charity team meetings, contributing agenda items and undertaking assigned actions as required
- Take an active part in and collaborate with colleagues across the charity's work, bringing your own experience and perspective so that we harness the value of our shared contributions

- Participate in regular supervision, objective-setting/monitoring and actively engage in your own job-related development throughout the year
- Champion the charity's Code of Behaviour and act as a role model, ensuring that our safeguarding and other key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.

*A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The charity is a fastmoving organisation and therefore changes in duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.*

### **Personal development**

Your line manager will agree annual objectives and a personal development plan, which will include training as an essential element of the role.

# The person

## 1. Previous experience

### *Essential*

- Previous experience in major gift and/or trusts and foundations fundraising, or in a similar role.
- Previous experience of relationship management and stewardship of supporters, soliciting up to five-figure gifts through face-to-face asks and/or funding proposals.
- Proven experience of working collaboratively with internal and external stakeholders, whether on projects, funding proposals, reports, or fundraising events.
- Excellent networking and interpersonal skills that facilitate strong relationships with a wide range of people, specifically major donors, trusts and foundations and senior stakeholders.
- Evidence of recent continuous professional development.

### *Desirable*

- Experience of fundraising in the NHS or health-related organisations.
- Experience of charities and/or health-related organisations.
- Experience of delivering a mailing programme for mid-level supporters.
- Knowledge and understanding of the charity sector and relevant fundraising codes of practice.

## 2. Skills, knowledge and ability

### *Essential*

- Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of audiences.
- Ability to analyse complex information and compile into concise, powerful and persuasive funding proposals.
- Excellent IT skills, in particular Microsoft Excel, Word, PowerPoint and fundraising databases/
- Experience of working effectively in a small, high-energy team.
- Administrative and record-keeping skills.



### **3. Personal**

#### *Essential*

- Excellent and demonstrable interpersonal skills, with the ability to establish good working relationships.
- Persuasive, flexible, enthusiastic and well-organised.
- Confidence in inspiring, motivating, engaging and enthusing colleagues and multiple stakeholders.
- Ability to work under own initiative and operate a flexible approach.
- Ability to thrive under pressure, deliver results and ensure deadlines and priorities are met.
- Committed to awareness of issues of equality and cultural diversity.
- Collaborative and inclusive, prepared to work as part of a wider team in contributing specific expertise.
- Ability to give and receive feedback objectively and sensitively, with a willingness to challenge constructively.

#### **Other requirements**

#### *Essential*

- Committed to the values and principles upon which the NHS operates.
- Passionate and committed to the charity's mission and goals.
- Ability to work flexibly to meet the needs of the role.
- Ability to travel between hospital sites in west London.
- No envisaged barriers to obtaining DBS disclosure.

# How to apply



**Visit our website  
to find out more  
about our current  
job opportunities.**

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Further details about this role, including our online application form, can be found at:

[www.imperialcharity.org.uk/about-us/join-the-team](http://www.imperialcharity.org.uk/about-us/join-the-team)

Please note:

*All job offers with Imperial Health Charity are subject to satisfactory pre-employment checks and references. The DBS check level required for this role is enhanced.*

*Please ensure that one of the referees you provide is your most recent employer. Professional contact details should be provided for referees where possible (i.e. company/org emails and or HR departments).*

*Imperial Health Charity reserves the right to close job adverts early if sufficient applications are received prior to the advertised closing date.*

