



Imperial Health Charity

# Philanthropy Manager


Job Pack




HELPING  
OUR HOSPITALS  
DO MORE

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 @ImperialCharity

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Imperial Health Charity is a registered charity, no. 1166084

# The role



## Key information

**Hours:**

Full Time (35 hours per week)

**Duration:**

Permanent

**Salary:**

Band 4, Level 1 - £49,217

\*The starting salary for this role is £49,217 with the potential to progress based on annually reviewed performance.

**Notice period:**

2 months

**Probation period:**

6 months

**Place of work:**

Charity Office, 5 Merchant Square, London, W2 1AY / Hospitals

**Reports to:**

Senior Philanthropy Manager

\*We have adopted a hybrid working approach, which includes a mix of office and home working on different days of the week. It is our intention to create a working environment that enables greater flexibility for everyone and at the same time maximises opportunities for collaboration. As part of this approach, the required time working in the office for this role will be no less than 2 days, which provides some flexibility to work from home.

## About the role

Thank you for your interest in the Philanthropy Manager role at Imperial Health Charity. We are seeking a skilled and highly motivated Philanthropy Manager to join our small but passionate, and collaborative fundraising team. This is a critical role, responsible for generating income and building meaningful relationships with major donors, trusts and foundations and corporate partners.

You will lead on identifying, cultivating, and securing new gifts at the five-figure-plus level, while delivering exceptional stewardship to your portfolio of supporters. This will include creating bespoke impact reports, organising hospital site visits, and curating exclusive engagement opportunities and events.

As Philanthropy Manager, you will also develop and deliver a range of compelling fundraising propositions that enable our hospitals to achieve more for patients, families, and the North West London community. Working closely with colleagues across the Charity and Imperial College Healthcare NHS Trust, you will manage major capital projects, donor led projects and appeals from inception through to delivery and evaluation.

We are looking for a proactive self-starter with high levels of motivation, who thrives in a collaborative environment and brings fresh ideas to a small, ambitious team.

**Safeguarding**

At Imperial Health Charity we are committed to the safeguarding and protection of children and adults at risk in our work. We will do everything possible to ensure that only those who are suitable to work with these vulnerable groups are recruited to work for us. This post is subject to a range of vetting checks, including a criminal records disclosure.

# Main duties

## 1. Fundraising and communication:

In this role you will:

- Secure major gifts at the five-figure-plus level from a range of supporters, including individuals, trusts and corporates.
- Develop and maintain effective stewardship of your donor portfolio to build long-term engagement and maximise income.
- Lead the development of new fundraising propositions, collaborating with the Philanthropy team to integrate new appeals and campaigns into targeted cultivation plans.
- Proactively research and identify new fundraising prospects and opportunities to grow income.
- Produce high-quality, compelling written materials, including funding applications, impact reports, and donor communications.
- Plan and deliver bespoke engagement events for major supporters.

## 2. Relationship management:

In this role you will:

- Collaborate closely with Charity and NHS Trust staff to ensure donations are used in line with donor intentions, while maximising opportunities for impact and delivery.
- Play an active role in the Grateful Patient Engagement programme, developing strong relationships with NHS staff, including Heads of Specialty and Clinical Directors, to highlight the impact of supporters and demonstrate how the charity can support their work.
- Build and maintain effective relationships across the Fundraising team and with cross-departmental colleagues in Finance, Grants, Arts, and Volunteering, to understand fundraising needs and maximise income opportunities.
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## 3. Strategic planning and administration

In this role you will:

- Develop and implement mitigation strategies to address identified risks and potential shortfalls in income generation.
- Monitor income across your portfolio and provide the Senior Philanthropy Manager with regular reports against key milestones.
- Support the Director of Development and Senior Philanthropy Manager in the management and engagement of the charity's committee members as required.
- Represent the charity externally at relevant cultivation and fundraising events, promoting its

work and impact.

- Contribute to the charity's overall strategic planning, ensuring fundraising activities align with organisational goals.

### **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, 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 our 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. Qualifications and education

You will have:

- Evidence of recent continuous professional development.

## 2. Previous experience

You will have:

- Extensive experience of high value fundraising (including major charitable project or appeal) with proven success and involvement securing five figure and above gifts.
- A strong track record in engaging and stewarding major supporters, creating donor materials such as impact reports, delivering engagement and stewardship events.
- Confident in building and maintaining strong, positive relationships with major donors and key senior stakeholders, including NHS staff and Charity trustees.
- Experience in strategic planning, including developing and managing budgets to achieve fundraising targets.
- Experience managing and maintaining information on a CRM database (e.g., Beacon or Raiser's Edge) to support donor engagement and reporting.

You may also have:

- Experience of fundraising in the NHS or health-related organisations.
- A strong interest in major health issues, including cancer and women's health, with a good understanding of NHS practices and procedures.

## 3. Skills, knowledge and ability

You will have:

- A commitment to collaborative team work and inclusive working, ensuring equality and valuing diversity.
- The ability to give and receive feedback objectively and sensitively, with a willingness to challenge constructively.
- Strong understanding of Institute of Fundraising (IoF) policies and procedures.
- Excellent written and verbal communication skills, with the ability to engage effectively with a wide range of audiences, including current and former patients and their families.
- Strong ability to analyse complex information and translate it into clear, compelling, and persuasive funding proposals.

- High level of numeracy, with experience creating detailed budgets for fundraising proposals and reconciling financial information.
- Excellent IT skills, particularly in Microsoft Excel, Word, PowerPoint, and fundraising databases.

#### **4. Personal qualities**

You will have:

- High standards of personal conduct, honesty and integrity to engage and inspire the trust and confidence of multiple stakeholders.
- A customer-focused approach, seeking to make systems, processes and information accessible and user-friendly.
- A clear-thinking, proactive and solutions-focused approach, with the ability to manage competing demands, make effective decisions, be flexible and think creatively to come up with solutions to problems.
- The ability to establish good working relationships.
- The ability to work under own initiative and operate a flexible approach.
- A collaborative and inclusive approach, being prepared to work as part of a wider team in contributing specific expertise.

## 5. Other requirements

You will have:

- A commitment to the values and principles upon which the NHS operates.
- The ability to work flexibly to meet the needs of the role.
- The ability to travel between hospital sites in West London.
- No envisaged barriers to obtaining DBS disclosure.

## 6. Use of Artificial Intelligence

Please keep in mind when writing your answers to our application questions:

- We are looking for you to demonstrate your knowledge, skills and prior (practical) experience in relation to the role requirements. We are also looking for you to demonstrate an understanding of Imperial Health Charity's work and how you anticipate contributing to this within your role.
- Applications perceived to be significantly supported by the use of Artificial Intelligence (AI) such as ChatGPT to generate, cut and/or paste answers into your application without subsequent personalisation by the applicant are likely to be scored down during the shortlisting process.



# How to apply



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

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Applications for this position will close on Tuesday 12 May at 11:30pm.

The first round of interviews are scheduled to take place between Monday 18 May and Wednesday 20 May, with a second round of interviews taking place the following week for successful applicants.

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 standard.

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.

