

Addenbrooke's Charitable Trust (ACT)



JOB DESCRIPTION

Job Title:	Philanthropy Lead - Stewardship
Hours:	37.5 hours per week (part time hours are negotiable)
Term:	Permanent
Reports to:	Co-Director of Philanthropy
Location:	Cambridge Biomedical Campus/Home
Working arrangements:	Hybrid with two days a week in the office for full time staff
Salary:	£35,000 - £40,000 (depending on skills and experience)

Summary of role

Do you want the opportunity to work on the development of two world-leading new hospitals? This new role will play a pivotal role in the two fundraising campaigns for the brand-new Cambridge Children's Hospital and Cambridge Cancer Research Hospital.

The Philanthropy Lead joins an energised and committed major gifts team covering trusts and major donors. They have significant ambitions for developing and sustaining relationships with new and existing donors giving up to seven figure gifts.

This role is key to leading excellent stewardship of donors and the management of our recently re-launched 1766 Circle of benefactors. They will ensure that we communicate the impact of our work by creating a compelling and thoughtful stewardship plan. They will then deliver excellent communications and touch points with some of our closest supporters to ensure they feel connected to and inspired by the charity. Ultimately the role will lead ACT's philanthropy stewardship programme through establishing slick systems, sympathetic and thoughtful donor engagement and a pragmatic approach to project management.

To be successful in this role, you will need to have high standards of personal communication (written and oral); an excellent attention to detail; experienced in managing timelines of projects; and you will need to be a kind and professional team colleague. Most of all, you will need to understand how to make donors feel valued and ensure that everything you do is considered from their perspective.

About us

Addenbrooke's Charitable Trust (ACT) is the dedicated hospital charity for Addenbrooke's Hospital (Cambridge University Hospitals). Recently voted one of the top 100 hospitals in the world, Addenbrooke's is a leader in the field of healthcare innovation and is recognised across the world as a pre-eminent teaching hospital. It is a centre of excellence for regional and national specialist services in cancer, paediatrics, organ transplantation, genetics and neurosciences, with patients receiving the highest standard of medical expertise.

Addenbrooke's is embarking on a bold journey of transformation to ensure that it is fit for the future, can provide the highest possible standard of care for its patients, and continue to drive innovations that will impact people far beyond Cambridge.

As part of the first wave of transformation, two brand-new hospitals will be built: the Cambridge Cancer Research Hospital and Cambridge Children's Hospital. These two specialist hospitals are being designed with patients at their heart and will combine first-class clinical expertise with world-class biomedical research to transform care for cancer patients and children regionally, nationally and internationally.

To make this vision a reality, ACT has launched two ambitious multi-million pound philanthropic campaigns to support the development of these new hospitals, both of which are presently in the private phase.

In parallel, ACT is about to launch its Help Your Hospital Programme which, through fundraising, gives added value to Addenbrooke's already excellent service provision and research.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

Supportive, Innovative, Ambitious and that we ACT with Integrity.

Key responsibilities

- Strategically develop a thoughtful and intelligent stewardship plan for our most significant donors.
- Plan and deliver the stewardship programme to engage our donors, so that they feel appreciated and well-looked after.
- Work with relationship holders to ensure the personalised and efficient care of our donors within our philanthropy team.
- Be responsible for the development, coordination and quality of all stewardship materials e.g. letters / emails / newsletters in order to deliver first class donor stewardship
- Review and recommend changes to our donor management systems, ensuring impeccable standards.
- Oversee meticulous administration of our systems e.g. database management and reporting.
- Ensure a thorough understanding of the charity's priority projects and wider work so you can eloquently communicate about our impact to donors.

General corporate requirements

- To adhere at all times to ACT's policies and procedures as varied from time to time
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- To ensure the effective and efficient use of ACT's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974).
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998).
- To work in line with the Institute of Fundraising Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.
- To perform any other duties that may be required from time to time as specified by the Director of Philanthropy.

- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is 2nd June 2024, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.

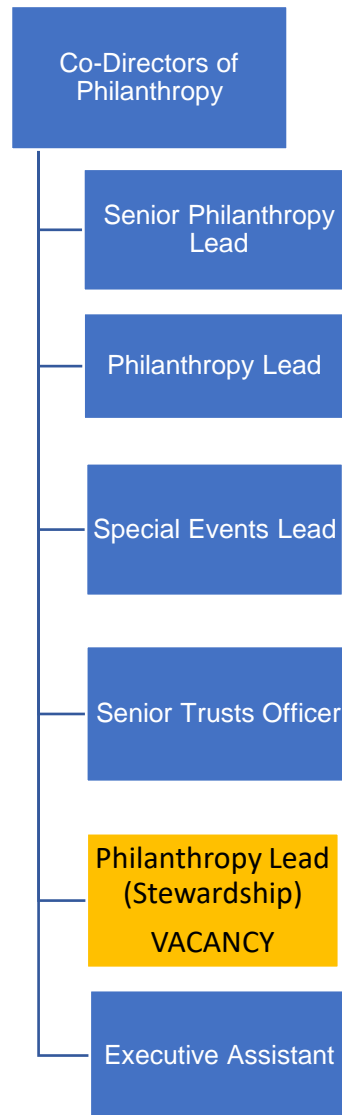


We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

PERSON SPECIFICATION – Philanthropy Lead - Stewardship

<p>Essential</p>	<ul style="list-style-type: none"> • Minimum of three years fundraising experience • Experience of communicating professionally, thoughtfully and sensitively with high-net-worth individuals. • Ability to project manage with evidence of applying this to a philanthropic audience • Experience of managing multiple senior stakeholders • Strong administrative skills, with superlative attention to detail • Excellent written skills with experience of writing for a philanthropic audience. • Competent on Microsoft Word, Excel, PowerPoint, design software and relational databases • Self-motivated, energised and willing to support across the Major Gifts team • Sensitive to the use of personal data and the needs and wishes of donors
<p>Desirable – not essential</p>	<ul style="list-style-type: none"> • Experience of using a database • Educated to degree level or equivalent • • Experience of developing and implementing a donor stewardship plan • Experience of working within a healthcare charity •

Philanthropy Team



ADDENBROOKE'S CHARITABLE TRUST

CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
 - Health Assured
 - WeCare
 - Medicash
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme