

## Addenbrooke's Charitable Trust (ACT)

### JOB DESCRIPTION

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| <b>Job Title:</b>            | Philanthropy Lead   |
| <b>Hours:</b>                | 37.5 hours per week / Part time hours negotiable              |
| <b>Term:</b>                 | Fixed term 1 year (Maternity cover)                           |
| <b>Reports to:</b>           | Co-Director of Philanthropy                                   |
| <b>Location:</b>             | Cambridge Biomedical Campus                                   |
| <b>Working Arrangements:</b> | Hybrid with two days a week in the office for full time staff |
| <b>Salary:</b>               | £35,000 - £40,000   |

Would you like the opportunity to work on the development of two world-leading new hospitals? The Philanthropy Lead plays a pivotal role in the two fundraising campaigns supporting the building of the brand-new Cambridge Children's Hospital and Cambridge Cancer Research Hospital.

The Philanthropy Lead joins an energised and committed major gifts team encompassing individuals and trusts and foundations.

#### **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: Cambridge Children's Hospital and Cambridge Cancer Research 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 children and cancer patients 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 has launched 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.**

## **The role and your team**

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We are looking for a motivated major gifts fundraiser to seek and grow relationships with supporters who can help us to build a new Children's Hospital and a new Cancer Hospital in Cambridge.

You will work with the Co-Directors of Philanthropy and Senior Philanthropy Lead to steward a group of senior level volunteers for both the Children's Hospital and Cancer Hospital.

As Philanthropy Lead, you will focus on cultivating new major donor prospects, developing loyal relationships, and ultimately securing financial support for our new hospitals. You will be talented at spotting opportunities as they arise, highly motivated and professional.

You will find yourself working with inspiring clinical teams; from nurses to matrons, surgeons and consultants – to senior hospital leaders and Trustees.

### **Key responsibilities**

Working across both campaigns, you will:

- Identify new prospects
- Research potential prospects to create useful briefing materials
- Cultivate prospects and donors through thoughtful engagement
- Secure gifts of £10,000+
- Steward existing donors with bespoke reports and engagement opportunities
- Work with senior volunteers and clinicians to engage with their networks of potential prospects and donors
- Contribute to the goals of the wider team
- Ensure Fundraising Regulation and GDPR compliance

### **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 (2018).
- To work in line with the Code of Fundraising Practice and other relevant legislation and guidance

*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](mailto:hr@act4addenbrookes.org.uk)

**The closing date for applications is 8<sup>th</sup> September 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

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|---|--|
| <p><b>Essential</b></p>                 | <ul style="list-style-type: none"> <li>• Passionate about the work of Addenbrooke's Charitable Trust</li> <li>• 3 years' experience of working in fundraising, ideally personally securing major gifts</li> <li>• Skilled communicator - experienced in building and managing relationships with different stakeholders</li> <li>• Excellent written skills (applications, proposals and impact report writing)</li> <li>• Comfortable networker</li> <li>• Self-starter who drives their own programme of work</li> <li>• Good level of competency in Word, Excel, Power Point and relational databases.</li> <li>• Independent, resilient and creative with a willingness to support colleagues across the organisation</li> </ul> |
| <p><b>Desirable – not essential</b></p> | <ul style="list-style-type: none"> <li>• Experience of working in major gifts</li> <li>• Experience of working in healthcare</li> <li>• Experience of working on a capital campaign</li> </ul>   |

# 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