

**HEAD OF PHILANTHROPY AND SPECIAL EVENTS**

**£50-60k**

Permanent

Bloodwise is going through an exciting period of change with a new CEO, Director of Fundraising and Marketing and other senior and Board-level appointments. As we refocus our vision and develop and implement a new strategy, we have a real opportunity to increase income from high-level supporters.

We have a long and successful history as a research funder, having funded a number of critical research breakthroughs over six decades. The rate of scientific discovery is speeding up, the prospect of new and kinder cures is closer than ever, and yet at the same time the incidence of blood cancer is on the rise. We are also the only organisation to provide high quality information and support services specific to those affected by the full breadth of blood cancers – something which can transform the devastating impact of the disease on patients and their families.

We have an emotive and compelling case for support, a small but engaged pool of major donors, and an established special events programme. With the right leadership the impact of this team could be pivotal in helping us to finally beat blood cancer. Some of the key deliverables are listed below:

Developing and implementing the strategy for Philanthropy & Special Events.

Cultivate and manage a portfolio of key supporters capable of making transformative gifts to the Charity.

Developing a robust prospect pipeline, making use of existing networks and developing new ones where needed.

Lead the team to develop and maintain the Patrons’ Network, ensuring regular engagement opportunities are offered to targeted prospective and existing high net worth individuals.

Build strong relationships with our research community and strategic partners, identifying and developing opportunities aligned to our organisational strategy and objectives.

With support from your team and other key stakeholders in the organisation, plan and implement creative strategies to increase major philanthropic gifts.

Support the CEO, Director of Fundraising and Marketing, Executive Team and Trustee Board to develop and cultivate new donor opportunities.

If this sounds like the role you are looking for and you feel you have the knowledge, skills and experience we need, please apply with CV and covering letter setting out how you match the requirements of the job specification by Sunday 25th March 2018.

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#### About us

We're the UK's specialist blood cancer charity and our vision is clear: we’re here to beat blood cancer and we’ve been working to do this since 1960.

We fund world-class research; provide information and support to patients and their loved ones; and raise awareness of blood cancer. Since 1960 we have invested more than £500 million in blood cancer research in the UK. Where we’ve invested, survival rates and quality of life have improved.

We’re proud to say that UK blood cancer research leads the world, thanks to the money we’ve been able to invest because of our supporters and fundraising. But we still have so much more to do: blood cancer is the 5th most common cancer and sadly it is the 3rd biggest cancer killer in the UK claiming more lives than either breast or prostate cancer.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Job Title** | Head of Philanthropy & Special Events | **Location** | London |
| **Contract Type** | Permanent | **Contract Length** | N/A |

**CONTEXT TO THE ROLE**

Bloodwise is going through an exciting period of change with a new CEO, Director of Fundraising and Marketing and other senior and Board-level appointments. As we refocus our vision and develop and implement a new strategy, we have a real opportunity to increase income from high-level supporters.

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**MAIN PURPOSE**

* Develop and implement a major-gifts and special events strategy to increase income in support of our mission activities by identifying, cultivating and stewarding new and existing supporters.
* Work closely with the CEO, Executive Team, Board of Trustees and senior volunteers to support them in promoting the organisation, developing our networks and engaging new, potential supporters.
* Lead and manage the team, developing and building the required skills and resource and providing clear leadership and direction to ensure they are able to fulfil their potential.

**Key relationships**

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| --- | --- |
| **Reports to** | Director of Fundraising & Marketing |
| **Line management responsibilities** | Philanthropy Manager  Prospect Research Manager  Special Events Manager and Special Events Assistant |
| **Key relationships** | * Existing and prospective donors * CEO, Executive Team and Board of Trustees * Senior ambassadors and volunteers * Leadership team, with specific focus on Head of Partnerships and Strategic Relationships Lead as well as Research, Patient Experience and Policy & Campaigns leads. |

**MAIN RESPONSIBILITIES**

1. Developing and implementing the strategy for Philanthropy & Special Events.
2. Cultivate and manage a portfolio of key supporters capable of making transformative gifts to the Charity.
3. Developing a robust prospect pipeline, making use of existing networks and developing new ones where needed.
4. Lead the team to develop and maintain the Patrons’ Network, ensuring regular engagement opportunities are offered to targeted prospective and existing high net worth individuals.
5. Build strong relationships with our research community and strategic partners, identifying and developing opportunies aligned to our organisational strategy and objectives.
6. With support from your team and other key stakeholders in the organisation, plan and implement creatives strategies to increase major philanthropic gifts.
7. Support the CEO, Director of Fundraising and Marketing, Executive Team and Trustee Board to develop and cultivate new donor opportunities.
8. Drive best practice in fundraising and donor management across the organisation, including ensuring full and timely records of all activity is kept on the database in adherence to set policies and procedures.
9. Operational planning, budgeting, management and reporting activities of the Philanthropy & Special Events team.
10. Lead, inspire and motivate teams across the organisation, reflecting high performance behaviours and ways of working
11. Play a full and active role on the Leadership Team, contributing fully to discussions and decision making in an engaged manner.

**Person specification**

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| **Skills knowledge and experience** | |
| **Essential** | |
| **1** | Significant fundraising or client relationship management experience, including working with high net worth individuals or high value organisations |
| **2** | Demonstrable success in managing a high value and diverse portfolio of donors/clients that include complex relationships |
| **3** | Ability to represent Bloodwise at all levels and across all sectors with the gravitas and authority to influence and negotiate. |
| **4** | Outstanding interpersonal and communication skills, both written and verbal, with a track record of communicating complex information to a variety of audiences |
| **5** | Ability to work calmly under pressure and to prioritise with excellent organisational and time management skills |
| **6** | Excellent diplomacy, discretion, tact and persuasiveness |
| **7** | Strong leadership skills, with the ability to inspire and motivate those around you |
| **Experience of leading and managing a team to deiver exceptional results** | |
| **Experience of developing targets to manage performance** | |
| **Desirable** | |
| **1** | Fundraising experience within the non-profit or higher education sectors |
| **2** | An understanding of the transformational impact of research |
| **3** | Experience of the power of philanthropy to transform medical research and treatment to impact the lives of patients and families |
| **4** | Experience of working on high value events |
| **5** | An understanding of GDPR and the impact this will have on fundraising |

**Things we all do**

* Attend and assist at Bloodwise events and activities as required (NB this involves evening and weekend work)
* Be an effective ambassador for Bloodwise at any activity you attend
* Develop an in-depth understanding of our work
* Do any other reasonable things your manager needs you to do

**The team organagram**

Now you have read about the role, to help you get a better feel of where it sits in Bloodwise here is a simplified organagram.

**Shortlisting and interviews**

Bloodwise is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. All applications are subject to our shortlisting process; so if you’re shortlisted we will contact you and invite you to attend an interview. We’ll also tell you if there will be any skills tasks to complete as part of the recruitment process.

If you don’t hear from us 2 weeks after the closing date, your application has not been successful.

**For further information about us**

See our website[**https://bloodwise.org.uk/**](https://bloodwise.org.uk/)

**The good stuff working at Bloodwise**

Apart from all the hard work we do, there are some really good benefits to working at Bloodwise:

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| Annual Leave Entitlement is 25 days per year rising to 26 days after 2 years’ service then 27 after 4 years service; we will usually close the office between Christmas and New Year which our trustees gift as an additional holiday. | **Personal Development**  Development is really important to us and there are a variety of options available to staff at Bloodwise. |
| **Time Off In Lieu**  We strongly encourage everyone to help with some activities outside of normal working hours. For this you can earn and claim TOIL. | Interest free season ticket loan We pay for the ticket and you repay the money out of your monthly salary. |
| Pension When you join us we’ll automatically enrol you onto our pension scheme, which is run by Aegon. This can be increased through length of service. | Childcare vouchers You can exchange money per month from your gross salary for childcare vouchers. |
| Employee Assistance Programme Offers support information, expert advice and specialist counselling to help you prepare for life’s predictable milestones. | Ride2work scheme This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary. |
| Life Assurance Although we don’t like to think about it, should something happen to you while working for Bloodwise we have life assurance for staff. | Refreshments On each floor in head office there’s a kitchenette with tea, coffee, sugar, milk and plates, bowls and cutlery. |

**Our location**

Our Head offices are located at [39-40 Eagle Street in Holborn, London WC1R 4TH](https://www.google.co.uk/maps/place/Eagle+St,+London+WC1R/@51.5180339,-0.1209166,17z/data=!4m2!3m1!1s0x48761b358c41a113:0xcb97f3f321a5fa62); Holborn tube is the closest station, approximately 5 minutes from our offices.

