

Addenbrooke's Charitable Trust (ACT)

JOB DESCRIPTION

Job Title:	Head of Relationships
Hours:	37.5 hours per week
Term:	Full time, permanent
Reports to:	Director of Major Gifts
Location:	Cambridge, hybrid working options will be considered
Salary:	£50,000 - £55,000 per annum

A little bit about us

Addenbrooke's Charitable Trust (ACT) is the dedicated NHS charity for Cambridge University Hospitals. Cambridge University Hospitals is a family of hospitals comprising Addenbrooke's and The Rosie (maternity hospital) and, from 2025, the brand new Cambridge Children's Hospital and Cambridge Cancer Hospital. Our hospital delivers expert care for patients – locally, regionally and nationally and contributes to some of the most important biomedical research in the world today. Charitable donations fund high-tech equipment, new buildings, specialist staff, extra comforts and vital research to find potential cures and help save lives locally, nationally and worldwide.

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

Cambridge Children's Hospital and Cambridge Cancer Hospital

We are fundraising for two brand new hospitals, due to be built in 2024 and open in 2025. These will both deliver unrivalled, exceptional care for patients and be underpinned by world-leading research from the brightest minds at Cambridge University.

This role is pivotal in helping us to secure major gifts for both of these projects.

The role and your team

The Head of Relationships (HoR) will play a vital role in the Major Gifts team, leading a team of three focused on securing gifts between £10,000 - £100,000. The Head of Relationships has an enviable role of working across both the new Children's and Cancer Hospitals to maximise income for ACT, while being led by donor preferences.

The HoR will collaborate closely with three fellow heads to implement a strategic, integrated major gifts programme. The HoR will focus on cultivation, asking and stewardship of major donors to build a culture of giving and appreciation which will lead to long-term relationships with donors.

Key responsibilities

Secure major gifts

- Planning and implementation of a major gift strategy to secure gifts between £10,000 and £100,000 for the Children's Hospital and Cancer Hospital with a target of £1.5M per annum.
- Collaborate with the Children's and Cancer Senior Philanthropy Leads to develop cultivation plans and events for key prospects e.g. individuals, entrepreneurs through a variety of engagement strategies
- Receive and develop grateful patient major gift referrals from the hospital for major gifts
- Build and maintain a personal major gifts portfolio of c. 50 donors

Harness the power of the well-connected Ambassadors

- a) Manage the Ambassador Relations Lead to oversee cultivation of the Children's Hospital Regional Ambassador network and generate prospect introductions by building their trust
- b) Support the ARM to refer queries to the community, comms and donor care teams from the Ambassadors, fostering integration across the teams
- c) Oversee stewardship plan of the Ambassadors so they feel appreciated, connected and "surprised and delighted" on a regular basis!
- d) Oversee high value special events such as drinks receptions organised by Ambassadors to ensure they have support from the charity, delegated to other teams where appropriate e.g. Gift Aid, comms materials
- e) Oversee the Special Events Fundraiser managing the Gala and other cultivation events
- f) Cultivate relationships with the Gala committee

Stewardship

- g) Implement thoughtful stewardship plans for all major donors, making them feel great about their giving
- h) Ensure donors are thanked promptly and accurately

General Corporate Requirements

1. To abide by ACT's corporate policies, procedures, standing orders and standing financial instructions as varied from time to time.
2. Not to make public statements relating to the affairs of ACT without prior authority of the Fundraising Director, Finance Director or Chief Executive.
3. To ensure the effective and efficient use of ACT's resources
4. To ensure that all duties are carried out to the highest possible standard
5. To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
6. To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
7. To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
8. To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives
9. To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time
10. To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time

What will I be expected to achieve in my first 6 months?

1. Immerse yourself in the two key projects to develop your own narrative to talk to donors
2. Build relationships within the existing team and with Ambassadors in collaboration with the Director of Major Gifts
3. Outline a fundraising strategy and activity plan for gifts at this level to deliver against targets; in collaboration with fellow Heads.
4. Identify key priorities for and manage your team
5. Develop an integrated way of working and shared priorities with your fellow heads

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

The closing date for applications is 15th May 2022, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.

Addenbrooke's Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

PERSON SPECIFICATION

Essential	<ul style="list-style-type: none">• Major Gifts experience and a willingness to “make the ask”• Exceptional relationship skills• Good listening skills• Excellent attention to detail• Enthusiastic, driven and “can do” attitude• Genuine and authentic• Highly organised• MS Office• Good general numeric skills• A high level of diplomacy, tact and confidentiality
Desirable – not essential	<ul style="list-style-type: none">• Experience managing volunteers• High value events experience