

# Breast Cancer UK



## Recruitment Pack

HEAD OF PHILANTHROPY  
MAY 2026



# About Us

We exist to create a world where everyone feels empowered to reduce their risk of breast cancer. Our mission is to lead a movement that inspires individuals, advances scientific research, and shapes policy so that prevention becomes a core part of tackling the disease.

Breast cancer affects one in seven women in the UK, with over 56,000 people hearing the words “you have breast cancer” every year. While not all cases can be prevented, research shows that at least 30 per cent are avoidable. We are changing the way people think about breast cancer by focusing on prevention, addressing both lifestyle and environmental risk factors, and ensuring that prevention is accessible to everyone.

Over the next three years, we will build a nationwide prevention movement that:

- Empowers people with trusted, science-based health information and practical advice.
- Expands research into environmental and lifestyle risk factors, funding world-class projects and encouraging collaboration.
- Drives change by campaigning for prevention to be central in national health strategies and for stronger protections against harmful chemicals such as Endocrine Disrupting Chemicals (EDCs).

By 2028, we want hundreds of thousands of people to be taking active steps to reduce their risk, for prevention to have a stronger place in public policy, and for research into environmental causes of breast cancer to be significantly advanced.

# Benefits Guide



29.5 days paid annual leave including:

- 25 days annual leave
- 3.5 additional days of Christmas closure
- 1 day birthday leave
- plus paid bank holidays

+5

Option for colleagues to buy up to 5 additional days of annual leave



Option for Full Time colleagues to compress hours into 9-day fortnight



Enhanced 4% employer pension contribution rising to 5% after 3 years of service and to 6% after 5 years of service



Personal pension advice



Office equipment allowance (up to £100) + stand-up desk allowance (up to £170)



Subsidised membership of Health care plan (after completion of probation period)



Remote working tax-free allowance of £25/month.



Flexible working hours



Enhanced Occupational Sick Pay & Enhanced Occupational Maternity Pay



Compassionate leave



Family friendly, supportive, positive and inclusive culture



Generous professional training and development programme

# What our staff say....

Breast Cancer UK is good at making sure employees are involved and able to provide feedback on projects

Team spirit and collaboration. I know that I have a full team behind me if I need help. We're also very open to adapting and changing if needs be, we don't hold ourselves back.

I really enjoy working at Breast Cancer UK and appreciate all the opportunities I have been given to grow within my role

Everyone is fighting for one goal - to prevent breast cancer and its reflected in the people who work hard to do that.

Induction you feel welcome, prepared to start and part of the team already

I really like the people I work with and we have a great team spirit organisational wide

Breast Cancer UK is a great place to work, we have the ability to have meaningful impact and we are small enough to be adaptable and engaging, there are not many places of work that can truly say that.

It is a lovely place to work where most of the time people are all encouraged to contribute and share ideas etc. I think we go above and beyond for our supporters. I think we look out for each other well and ensure we are still doing social things as a team.

# JOB TITLE

## Key Facts

Salary: Band E - £45,200 - £54,163 (depending on experience)

Hours: 35 per week

Work Pattern: 5 days a week or flexible option for working a 9 day fortnight

Contract: Fixed 2 year contract (with the potential to become permanent)

Location: Home based, with occasional travel to London area for team meetings and nationwide travel to external meetings as required

Reports to: Director of Fundraising and Communications

## About you

You will have a strong track record in high value fundraising, with significant experience in one or more income streams (Corporate Partnerships and/or Philanthropy are essential, Trusts and Statutory desirable). You will be confident in building a pipeline from scratch, identifying mission-aligned opportunities and developing strong partnerships and relationships. You will enjoy building external relationships, and working collaboratively with colleagues to create opportunities.

# Job Description

## Scope of role

1. Development and delivery of Philanthropy strategy and fundraising tactics	25%
2. Pipeline development – prospect research, cultivation and business development	30%
3. Relationship management – stewarding and growing existing supporters	15%
4. Leadership of the Philanthropy team	15%
5. Internal programme management - Monitoring and reporting, cross-team collaboration to enable successful Philanthropy activities, contributions to organisation-wide projects and active contribution as member of the Senior Management Team.	15%

## Breakdown of responsibilities

### Strategy development and delivery

- Work with the Director of Fundraising and Communications (DFC), to develop a robust Philanthropy strategy, to grow income from major donors, corporates and trusts and foundations over the next two years (strategy to be updated in line with organisational strategy cycles).
- Translate strategy into operational plans which deliver measurable progress against our strategic objectives, identifying appropriate tactics and target audiences which align with our mission, values and priorities.
- Work with the DFC to support income forecasting, reforecasting and contribute to the annual budget-planning cycle.
- Set and lead the operational delivery of financial and non-financial KPIs to underpin a successful philanthropy programme and growth strategy.
- Ensure that progress against KPIs and pipeline is effectively monitored and reported back on, in line with the Director and CEO's requirements, flagging concerns and developments in good time, and adapting work priorities accordingly.

# Responsibilities continued...

## Fundraising

- Build and develop relationships with a portfolio of existing and new major donor prospects, leading on relevant meetings and devising proactive, tailored cultivation and engagement plans to build interest in and commitment to Breast Cancer UK's work.
- Identify appropriate corporate partnership opportunities across the full spectrum – including charity of the year, CRM and commercial partnerships, and strategic relationships.
- Identify, research and approach Trusts and Foundations, lottery and statutory funders, building a pipeline of grant income to support Breast Cancer UK's 3 strategic pillars – Education, Research and Campaigns.
- Work both independently and with colleagues to develop content for proposals to donors and funders, ensuring information is accurate and compelling.
- Support the continuing development of case for support materials, and other key resources required to support high value fundraising, effectively adapting for different audiences.
- Keep up to date with sector press, trends and funding announcements.
- Ensure all Philanthropy fundraising activities are delivered in line with the Fundraising Regulator's code of practice and are compliant with all relevant law.
- Proactively network and influence external partners, stakeholders, and decision makers at relevant events and networks, acting as an ambassador for Breast Cancer UK.

## Relationship management

- Define and implement a best-in-class stewardship programme, for all of Breast Cancer UK's high-value donors and prospects, building Breast Cancer UK's reputation among these supporter groups and enabling the retention and growth of funding relationships.
- Strengthen Breast Cancer UK's corporate partnership offer, ensuring the charity delivers an engaging, rewarding experience for partners, their employees and customers, while delivering strategic value and mutual benefit beyond income generation – e.g. through prevention education, risk factor awareness raising, audience acquisition.
- Work with the DFC and CEO to maintain a high value relationship management framework, ensuring that the right people are involved at the right stage in the donor cultivation process, and are equipped to manage their relationships effectively.
- Work with the Fundraising team and the Operations team to plan and deliver a range of cultivation events/ activities, to engage existing high value donors, and to offer prospects the opportunity to hear more about BCUK's work.
- Develop accurate and timely briefs for senior stakeholders leading meetings with prospects, donors and funders.
- Be responsible for ensuring that all research and fundraising activities are GDPR compliant.

## Responsibilities continued...

### Team Leadership

- Provide line management to direct reports, including regular supervisions, objective setting, conducting appraisals, team meeting/ planning, and contributing to their long-term professional development.
- Motivate your team to deliver excellence in their work, setting high standards and supporting your team to meet them.
- Work collaboratively with other members of the Fundraising and Communications directorate, sharing information and aligning Philanthropy activities with the priorities and opportunities presented by wider organisation's work.
- Oversee your teams work, ensuring that priorities are effectively managed and our obligations to supporters and other stakeholders are met in a timely and professional manner.
- Contribute to the leadership of the wider Fundraising and Communications Directorate – feeding into key projects, building team culture and effective working practices.
- Work collaboratively as part of the management team at BCUK, proactively participating in building a thriving organisation, contributing to meeting agendas and carrying out relevant actions.

### Monitoring & Reporting

- Work closely with the DFC to develop and maintain accurate and consistent systems for recording information against each prospect and funder on the CRM, effectively monitoring their stewardship stage, approaches made, agreements in place and income raised
- Support the DFC to prepare accurate and insightful reporting for the SET and Board – tracking activity and KPIs, income and expenditure forecasts, and monitoring the effectiveness of our Philanthropy approaches
- Liaise with the Finance Team and Data and Systems Lead to ensure records are accurate and up to date
- Prepare and present progress reports for the CEO, Senior Management Team and Board members (in particular to the Fundraising, Communications & Campaigns Committee) sharing and analysing results based upon your agreed KPI's to senior colleagues and trustees as required.

## Key relationships

The post holder will have contact with a wide range of people, especially outside the organisation and will be required to be friendly, professional, helpful, and sensitive. Relationships include:

1. Staff,
2. Board members,
3. Consultants,
4. Corporates,
5. Major Donors
6. Trust and Foundations, Lottery and Statutory funders

# Person Specification

## Knowledge and qualifications

- Strong knowledge of high value fundraising income streams – with applied detailed knowledge of one or more of Corporate Partnerships, Major Donor fundraising or Trusts and Statutory fundraising.
- Robust knowledge of compliance and best practice in the context of these income streams
- Applied knowledge of key systems, tools and standards to support efficient, effective and high quality work from your team
- Knowledge of the funding landscape for health and medical research charities in the UK

## Experience

- Demonstrable experience of defining and implementing a successful income growth strategy
- Demonstrable experience of generating significant income, and achieving targets, from Corporate Partnerships and/or High Net Worth Individuals (one of these two is essential) and Trusts and Foundations (desirable)
- Demonstrable business development track record – ability to identify, cultivate and secure 5 and 6-figure support from appropriate Corporate Partners and/or High Net Worth Individuals (essential) and Trust and Statutory funders (desirable)
- Proven experience in carrying out and/or overseeing effective prospect research and pipeline management, which has resulted in income growth
- Demonstrable experience of successful relationship management of key supporters - partnerships/grant makers/individual donors
- Experience of identifying and developing fundable propositions, working with delivery colleagues to shape compelling and realistic proposals
- Demonstrable experience of developing and/or implementing robust Gift Acceptance and Due Diligence policies and procedures
- Experience of successfully defining and managing complex 6-figure income and expenditure budgets.
- Line management and team leadership experience (desirable)

# Person Specification continued...

## Skills

- Excellent relationship-building skills and the ability to confidently engage with supporters and stakeholders at all levels
- Excellent written and verbal communication skills and attention to detail - the ability to compellingly convey complex ideas and information tailored to your audience
- Strong interpersonal skills with ability to influence, create consensus, buy-in and change perceptions and attitudes
- Ability to persuade, influence and negotiate
- Ability to effectively direct the work of your team to achieve goals
- Strong upward management skills – able to secure the support required to deliver your work and proactively steer senior internal stakeholders to effectively support Philanthropy activities
- Strong analytical skills – able to draw on data, insight and evidence to shape strategy and make robust tactical decisions
- Excellent organisational and project management skills – able to deliver a diverse workload and manage competing priorities effectively

## Attributes

- Highly professional with sound judgement, credible, excellent communicator, who can develop effective and lasting relationships internally and externally
- Confident and compelling public speaker and presenter
- Proactive, motivated and comfortable working at an operational as well as strategic level
- Strong commercial awareness and strategic mindset – able to identify synergy and craft creative proposals and solutions
- Collaborative team player, with the ability to motivate and inspire others
- Commitment to Breast Cancer UK's mission and values

# Our values

## Evidence-based

We follow the science rigorously and ensure that everything we do is credible and informed and shaped by research.

## Collaborative

We work together with our people, partners, supporters and funders who share our vision to eliminate preventable breast cancer.

## Honest

We're open, ethical and transparent about how we work and make decisions.

## Innovative

We grow and learn, testing new ways of doing things and always striving to improve and develop.

## Inclusivity

We're inclusive of all voices, bringing diverse experiences and insights into our work.

# Application Process

The closing date for applications is **Wednesday 3<sup>rd</sup> June at 9am.**

Please apply using this [LINK](#).

Interviews will be held w/c **8th June.**

For further information on the charity, see our [WEBSITE](#).

If you would like any further details on the role or the process, drop us an email at [recruitment@breastcanceruk.org.uk](mailto:recruitment@breastcanceruk.org.uk).

## Other information

- The appointment is subject to the satisfactory completion of a six-month probationary period.
- Breast Cancer UK are an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants. We believe that the more inclusive our environments are, the better our work will be.
- Breast Cancer UK has no head office, and all staff are expected to be able to work from home with the necessary equipment provided.
- The post holder will be required to travel within the UK, for example to attend meetings or conferences in other parts of the country. This may occasionally require overnight stays.
- The post holder may also be required to undertake occasional evening and weekend work where, for example, we hold events or conferences.

# Equal Opportunities Form

Please take 5 minutes to complete our equal opportunities monitoring form, which you can find on our [Work for Us](#) page on our website.

Equality and diversity monitoring is where anonymous data is collected about candidates and is analysed to look for differences between groupings.

Where gaps are identified, this can help us explore the issue further and develop strategies and target resources to close the gaps and reduce inequalities within our recruitment process. Breast Cancer UK is an equal opportunities employer.

We value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Please let me assure you that this does not form part of your application, the short-listing panel will not have access to your data it will remain confidential and separate from the shortlisting process. Your data will be securely held and destroyed within one month of the closing date.

Do not hesitate to contact us if you require any further information on how your data is used or stored. I look forward to receiving your completed form.

Breast Cancer UK is committed to being a caring and welcoming place, where all employees feel they belong.

Our vision is to create a supportive and inclusive culture where our employees can reach their full potential, without prejudice and discrimination.

We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances are positively valued.