

Breast Cancer UK



Recruitment Pack

PHILANTHROPY AND
PARTNERSHIPS OFFICER
JUNE 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.

PHILANTHROPY AND PARTNERSHIPS OFFICER

Key Facts

Salary: Band B - (£29,012 to £34,764 depending on experience)

Hours: 35 per week

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

Contract: Permanent

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

Reports to: Head of Philanthropy and Partnerships

About you

To be successful in this role you'll enjoy building relationships and collaborating with others – both externally and internally – to make things happen. You'll be proactive and a problem-solver, able to spot opportunities and identify synergy. You'll be highly organised, detail-focused and reliable – able to manage a diverse and fast-paced workload. And you will enjoy learning and developing new skills.

Job Description

Scope of role

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| Relationship Management and stewardship of a defined portfolio of corporate partnerships, grant makers and individual donor relationships. | 40% |
| Business Development – identifying, researching and cultivating new partnerships and donor relationships. Producing compelling applications, proposals etc to secure support for Breast Cancer UK’s work. Delivering an agreed communications and engagement programme to build donor relationships. | 40% |
| Supporting and enabling the smooth day-to-day running of the Philanthropy and Partnerships team – including acting as the first port of call for Philanthropy and Partnerships enquiries, administrative support, data management and reporting. | 40% |

Breakdown of responsibilities

Supporting the day-day delivery of Philanthropy and Partnerships programmes

- Act as the first port of call for Philanthropy and Partnerships enquiries, responding to emails, phone calls and other approaches professionally, and in a manner which encourages support and inspires confidence in the charity from prospective donors and partners. Appropriately direct enquiries to the Head of Philanthropy or other members of the team where needed.
- Take responsibility for the accurate and compliant recording and management of data related to Philanthropy and Partnerships activity, and supporting the tracking and reporting of KPIs and other key metrics.
- Provide administrative support to the team as required, developing and implementing robust processes and working practices which improve efficiencies, mitigate risks and enable the smooth running of the team.
- Manage fundraising materials, literature and other collateral required to support the team’s work, liaising with colleagues across the organisation to ensure we have the resources required to effectively deliver within our agreed expenditure budget.
- Coordinate the delivery of an agreed calendar of communications, cultivation and stewardship events and other activities to enhance the donor experience and build relationships with prospective supporters.
- Build positive and effective working relationships across the organisation to support the delivery of philanthropy and partnerships activity and identify opportunities to add value.

Relationship Management and Stewardship

- Provide first-class account management to a portfolio of corporate partners, grant-makers and individual donors, as agreed with the Head of Philanthropy, proactively planning key engagement touchpoints, communications and reporting, and ensuring Breast Cancer UK delivers on our obligations to our partners to time, and to a high quality.
- Proactively and independently explore opportunities and methods to increase partnership outputs (financial or strategic) and grow the value and length of relationships, helping to achieve Breast Cancer UK's strategic objectives.
- Liaise with the Supporter Care and Admin officer, finance team and other key internal stakeholders to ensure that all donations and fundraising activity originating from your portfolio is appropriately recognised, recorded and supported.
- Build and facilitate strong relationships within each partnership/donor relationship - either directly or through stakeholder-mapping, ensuring that lasting multi-layered relationships are developed.

Business development

- Carry out prospect research to identify new potential partners and supporters and match them with suitable funding or partnership opportunities.
- Manage the pipeline and workflow, ensuring that the team can meet deadlines and proactively plan for opportunities in advance.
- Carry out due diligence procedures to assess the suitability of prospects and support the gift acceptance and refusal process for major gifts which meet our criteria for review.
- Prepare briefings and thoroughly researched profiles to support Senior Executive Team members, board members, the Head of Philanthropy and others as required, in preparing for donor/prospect meetings and events.
- Lead and support on the cultivation of agreed relationships and development of compelling proposals, applications and pitches as directed by the Head of Philanthropy.
- Deliver agreed engagement and communications plans to support the development of relationships with potential major donors and partners.
- Manage Gift in Kind and Pro Bono support requests from the wider organisation, proactively identifying external partners who could support our requirements – e.g. with meeting rooms and venues for key Breast Cancer UK meetings and events.

Supporting the development of high performing Philanthropy and Partnerships programmes

- Work alongside the rest of the fundraising team to develop our staff fundraising approach to corporate partners, and to appropriately cross-sell between income streams
- Contribute to department / team planning. Take a lead on key projects as directed, to support the development and delivery of the Philanthropy and Partnerships strategy
- Support the Head of Philanthropy with generating insight and identifying opportunities – analysing our data, monitoring external sector trends, and investing in your continued learning and professional development as a high value fundraiser.

Person Specification

Knowledge and qualifications

- Understanding of high value fundraising income streams – with some applied knowledge of Corporate Partnerships, Major Donor fundraising and/or Trusts and Statutory fundraising desirable.
- Commercial awareness – understanding of the range of reasons a business might support Breast Cancer UK and how we can add value for our partners
- Awareness of charity law, regulations and best practice relevant to Philanthropy and Partnerships fundraising.

Experience

- Demonstrable experience of customer service or managing external supporter/customer/ client relationships in a professional capacity
- Demonstrable experience of carrying out detailed desk research to support your work and the work of others – including the use of relevant tools and databases
- Demonstrable experience of managing a diverse workload, effectively managing projects, meeting deadlines and financial targets
- Two years experience in a professional fundraising role, or transferable experience from a relevant role outside the sector – ideally in a target-driven business development, relationship management, income generation or prospect research role

Skills

- Excellent interpersonal and relationship-building skills - 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 and produce high-quality written documents to meet a complex brief
- Analytical skills - ability to review complex information, data, reports and funder criteria, and make informed recommendations to colleagues
- Excellent organisational and project management skills – able to deliver a diverse workload and manage competing priorities effectively
- Excellent administrative, IT & database skills (Beacon/alternative fundraising CRM desirable)

Person Specification continued...

Attributes

- Confident in representing Breast Cancer UK externally, in written communications, in meetings and at events, including public speaking and delivering presentations
- Highly professional with sound judgement
- Collaborative team player, who enjoys working with others to overcome challenges or unlock opportunities, and contributing positively to team culture
- Proactive, motivated and comfortable working independently (with appropriate support and guidance)
- 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 **9AM 6TH JULY**.

Please apply using the application form for this role on our [JOB BOARD](#).

Interviews will be held **15TH JULY**.

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.

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 [HERE](#) or on our application form.

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.