

Breast Cancer UK

Recruitment Pack

HEAD OF PHILANTHROPY
JAN 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



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.

HEAD OF PHILANTHROPY

Key Facts

- Hours: 35 hours per week (excluding lunch breaks)
- Working pattern: 5 days a week or flexible option for compressed hours by working 9 days every fortnight
- Location: Home based with travel to London for team meetings and other travel
- Responsible to: Director of Fundraising and Communications
- Responsible for: Senior Philanthropy Officer
- Pay band: Band E - £43,884 - £52,586x
- Employment contract: Fixed 2 year contract (with the potential to become permanent)
- Benefits: Refer to Benefits Guide

About you

You will have a track record of successfully initiating, managing and developing relationships with High-Net-Worth individuals and businesses and securing donations and grants, via proposals or through face-to-face meetings, as required.

You'll need to be a self-starter, ready to roll your sleeves up and get stuck in.

If you're looking for an opportunity to make your mark, then look no further. We have ambitious plans, a brilliant brand, and we want you to be part of our future.

Job Description

Scope of role

1. Development and delivery of the philanthropy strategy	25%
2. Relationship management	25%
3. Leadership of the philanthropy team	20%
4. Fundraising	20%
5. Monitoring and reporting on impact v agreed KPI's to Senior Management Team and Board of Trustees	10%

Breakdown of responsibilities

Development and delivery of the philanthropy strategy

- Work with the Director of Fundraising and Communications (DFC), to develop a major giving (philanthropy) strategy, to grow income from major donors, corporates and trusts and foundations over the next two years. (sStrategy to be updated every two years).
- 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.
- Develop our policies and procedures around gift acceptance

Relationship management

- Define and implement a best-in-class stewardship programme, for all of BCUK's high-value donors and prospects, ensuring each has a primary contact, and receives timely and appropriate levels of information.
- 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 your team and the Operations team to plan and deliver a range of cultivation events/ activities (virtual or in person), 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.
- Oversee and undertake regular and thorough prospect research in order to compile and manage a robust and well qualified prospect pipeline for major donors and trusts.
- Keep up to date with sector press, trends and funding announcements.
- Be responsible for ensuring that all research and fundraising activities are GDPR compliant.

Team Leadership

- Provide line management to the Senior Philanthropy Officer, covering all associated duties of regular supervisions, objective setting, conducting appraisals, team meeting/ planning, and contributing to the post-holder's long-term development.
- Work collaboratively with other members of the Fundraising and Communications directorate, sharing information and supporting the development of larger-scale bids when required. Ensure that all philanthropy based fundraising activity complies with current charity and data protection legislation and the Fundraising Regulator's Code of Practice.
- Proactively network and influence external partners, stakeholders, and decision makers at sector events by acting as an ambassador for BCUK.
- Oversee the work of the Senior Philanthropy Officer to produce high quality and timely reports, in line with individual donor/funder requirements, working closely with other teams.
- Work collaboratively as part of the management team at BCUK, feeding into and contributing to meeting agendas and carrying out relevant actions.

Fundraising

- Lead the implementation of the philanthropy strategy to meet the income targets that will support the long-term strategic ambitions of the charity.
- Build and develop relationships with a portfolio of existing and new major donor prospects, leading on relevant meetings and negotiations, and engaging them with BCUK's work.
- Work both independently and with colleagues to develop content for proposals to donors and funders, ensuring information is accurate and compelling.
- Support the development of case for support materials, drawing from assets across the organisation and effectively adapting for different audiences.

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, and income raised
- Liaise regularly with the Finance Team to ensure Management and Board Reports are accurate and up to date
- Prepare and present progress reports for the CEO, Senior Management Team and Trustees (in particular to the Fundraising and Communications Committee) sharing and analysing results based upon your agreed KPI's to senior colleagues and trustees as required.

Person Specification

Knowledge and qualifications

- Substantial experience in a senior-level major gifts / philanthropy role.
- Demonstrable experience of generating income, and achieving targets, from philanthropic relationships.
- An understanding of how to build and develop corporate relationships.

Experience

- A proven, creative approach to income generation, supported by a robust knowledge base of major donor and corporate fundraising theory and approaches.
- Demonstrable experience of defining and implementing a successful income growth strategy.
- Proven experience in overseeing effective prospect research and pipeline management, which has resulted in income growth.
- Good experience of line and people management.
- Excellent relationship-building skills and the ability to engage with senior figures.
- Highly professional with exceptional interpersonal skills, and the ability to support, motivate and inspire confidence with colleagues and a range of external and internal stakeholders.
- Excellent written and verbal communication skills and the ability to create and clearly convey complex ideas and information in a compelling fashion.
- Ability to persuade, influence and negotiate.
- Demonstrable experience of developing lucrative corporate relationships (desirable)

Person Specification continued...

Skills

- Strong ability to direct and work as a team player within a senior leadership team, advising on marketing, brand and income generation
- Well developed ability to define, set and manage a budget
- Creative visionary with ability to translate this into the BCUK brand
- Proven ability to recognize and develop key strategic positions for BCUK
- Strong interpersonal skills with ability to influence, create consensus, buy-in and change perceptions and attitudes
- Excellent negotiation and decision-making skills used to deliver business-related targets and objectives
- Applied knowledge of key systems and standards to drive a culture of continuous improvement

Attributes

- Ability to speak powerfully to diverse audiences (including media when appropriate) in high profile and high-level settings.
- Ability to record, analyse and present financial data in a clear and accurate format.
- Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives and income.
- Ability to make things happen, deliver real results and make immediate and lasting positive impact.
- Proven ability to lead, manage and implement change effectively in accordance with BCUK's values, maintaining key stakeholder satisfaction within the process.
- Commitment to BCUK mission and values.
- Highly professional with sound judgement, credible, excellent communicator, who can develop effective and lasting relationships internally and externally.
- Excellent leadership skills including significant experience of managing multi-skilled, cross-functional teams to deliver successful outcomes.

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. Trustees,
3. Consultants,
4. Corporates,
5. Major Donors
6. Trust and Foundations

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 **26th Jan at 9am**.

Please apply using this [LINK](#) and fill in an [equal opportunities form](#).

Interviews will be held **2nd Feb 2026**.

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 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.