

Philanthropy officer

Directorate

Engagement

Team

High value partnerships and campaign

Reporting manager

Senior philanthropy and principal gifts manager

Date of job description

June 2026

Our charity

We're Breast Cancer Now, the UK's leading breast cancer charity. And we're combining the power of science and support to change breast cancer. Now.

We're funding world-class science now, so no one dies of breast cancer in the future. We're here with life-changing support now, so no one has to face breast cancer alone. And we're running groundbreaking campaigns now – for better awareness, quicker, earlier diagnosis and access to treatments.

We've been making change happen for over 50 years, and we're not stopping now. Because we have a bold vision. That by 2050, everyone with breast cancer will live and live well.

We can't do it on our own. But together, we can make change happen. Now.

Overview of the directorate

The engagement directorate has responsibility for growing awareness, understanding, trust and engagement with Breast Cancer Now, to inspire people to get support and give support. It's responsible for the £47m annually we raise today and for the growth to £69m we want to raise annually by 2029/2030, including a further £50m from a major campaign.

From partners, to philanthropists, from people who give individually, through events or through their community, we create engaging and effective routes and communications for our key audiences to give their time, money and voice.

The directorate puts relationships at its heart, using data and insight to shape and drive brilliant relationships and experiences, ensuring people who support Breast Cancer Now - in whichever way they support, or are supported - feel connected, and inspired to give their time, money and voice to make change for people affected by breast cancer now and for the future.

In the 2025-2030 strategic period, the directorate will play a critical role in supporting the organisation to deliver the impact we need and want to have for people affected by breast cancer.

To do this we will:

- Raise awareness of Breast Cancer Now through aligning our paid brand marketing, and our owned, shared, and earned channels to amplify our brand and to shout louder with 1 voice. We'll use creative and innovative routes to do this. Our fundraising will provide a key route to grow awareness, through our products, events and through our supporters in the community who advocate and champion Breast Cancer Now.
- Develop and deliver brilliant fundraising products, events, campaigns that reach and inspire our key audiences to engage and to continue to engage. We'll launch a major Campaign to raise £50m to accelerate our progress to 2050 through focusing on the challenge of dormancy and secondary breast cancer. We'll use this as a route to create philanthropic and partnership fundraising as a long term, sustainable income stream for the future.
- Lead the development of our digital ecosystem, aligning our platforms and products behind our brand and developing our support offer, and engagement opportunities, to reach more people in ways that meet their needs in an accessible way. We'll support the organisational learning, understanding and confidence in digital routes, channels and new technology to deliver our strategy.
- Nurture great relationships with partners and suppliers to create aligned priorities, shared purpose and targets to deliver our best work for people affected by breast cancer. Through being curious about the external environment and prioritising learning, we'll develop, evolve and innovate to support our growth now and for the future.
- Grow and develop our teams, collaborating, challenging and inspiring each other to develop an inclusive, safe and high performing team.

The 4 new director roles and teams

The engagement directorate, will be led by the chief engagement officer with a leadership team of 4 directors of the following areas:

- Brand, marketing and communications
- Public fundraising and marketing
- High value partnerships and campaign
- Digital and data

Job purpose

This role sits within the recently created philanthropy & partnerships team as part of the High value partnerships & campaign directorate. With huge ambition to transform high value income for Breast Cancer Now over the next five years through better and more holistic, supporter-led working across the department and the introduction of a major £60million campaign, the need for securing major and principal level philanthropic support for Breast Cancer Now has never been more important.

As Breast Cancer now scales its most ambitious fundraising campaign to date, this new role will sit at the heart of a growing philanthropy function that is transforming how we engage with the UK's most generous donors. We're looking for a highly organised, proactive philanthropy officer

who can establish robust systems and processes while providing essential support to senior fundraisers, freeing them to focus on securing transformational gifts.

With our new campaign on the horizon and ambitions to continue to grow our BAU income alongside this, our philanthropy and principal gifts programme is rapidly expanding. The philanthropy officer will be instrumental in ensuring our team operates with the precision, warmth and professionalism that major donors deserve – thriving on creating order from complexity and understanding that exceptional donor stewardship starts long before a gift is made.

This is an ideal opportunity for someone who thrives on bringing order to complexity, takes pride in excellent administration, and wants to play a foundational role in a growing team. You'll be instrumental in shaping how we work, ensuring our CRM is accurate and insightful, and keeping the team's activity on track.

The successful candidate will be someone who takes real pride in the details – whether that's a perfectly prepared donor brief, a seamlessly coordinated meeting, or a thank you letter that genuinely reflects the impact of a gift. You'll be naturally organised and proactive, with the emotional intelligence to understand the world of major donor fundraising and the people within it. You'll be comfortable working at pace across multiple priorities and bring a warmth and professionalism to everything you do. Above all, you'll be motivated by our mission and be passionate about the services and research that are at the heart of our work.

Reporting to senior philanthropy manager, this is a high impact role that will sit at the heart of the philanthropy team and will be the engine that keeps our team moving – and crucially enables our senior fundraisers are freed to do what they do best.

Key tasks and duties

Systems, processes & CRM Management

- Contribute to a high performance, collaborative culture within philanthropy and wider high value partnerships and campaign department.
- Take ownership of CRM data quality – maintain accurate and up-to-date records of donor activity in the CRM (Unity) system and GDPR-compliant.
- Develop and document efficient administrative processes and workflows for the philanthropy team.
- Produce regular pipeline reports, activity dashboards, and income tracking to support strategic planning.
- Manage gift processing, acknowledgements, and donation administration.
- Use data to inform planning, track donor journeys and identify opportunities for growth or improvement
- To ensure Breast Cancer Now delivers on all our reporting commitments to donors.
- To maintain accurate records for activity including asks, mailings, updates and income for all supporters through Unity, our CRM database.

Fundraiser Support

- Provide proactive administrative support to senior fundraisers, enabling them to maximise time spent on donor relationships.
- Prepare briefings, research packs, and meeting materials ahead of donor visits and calls.
- Coordinate diaries, schedule meetings, and manage follow-up actions.
- Draft and format proposals, reports, and stewardship communications for senior colleagues to personalise.

Donor Stewardship & Research

- Support the delivery of donor stewardship, including thank-you letters, impact updates, and event coordination.
- Conduct prospect research to identify and qualify new major gift prospects.
- Maintain and develop the prospect pipeline, tracking moves management activity.

Events & Team Coordination

- Provide logistical support for cultivation events, donor visits, and team meetings.
- Liaise with internal colleagues to gather content, case studies, and updates for donor communications.
- Contribute to team planning and help embed best-practice ways of working as the function grows.

Cross-organisational working

- Work closely with the high value intelligence & experience team to ensure data, insight, and prospect research inform donor strategy and planning.
- Working thoughtfully and strategically to prepare bespoke reports and proposals, aligning donor interests with organisational priorities.
- Collaborate with colleagues across transformation, insight, impact & strategy (TIIS), research, services, finance, and brand and communications to ensure compelling funding propositions and bespoke stewardship experiences for philanthropy audience, also working with the high value intelligence & experience team as needed.
- Represent the philanthropy & principal gifts function in internal meetings and planning forums as needed

General

- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Demonstrable experience in fundraising administration, CRM management, or a similar support role.	x	
Excellent organisational skills with strong attention to detail and the ability to manage competing priorities.	x	
Confident using Charity CRM/database systems with a track record of maintaining high data standards.	x	
Strong written communication skills – able to draft clear, accurate correspondence and reports.	x	
Experience of working on a variety of projects in a fast-paced environment, with the ability to simultaneously manage a wide range of tasks	x	

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent interpersonal, networking and relationship building skills, with the ability to comfortably represent us at events and 1:1 meetings		x
Outstanding written communication skills with the ability to write original fundraising proposals and reports to an exceptionally high standard		x
Motivated with ability to re-prioritise quickly, to work calmly under pressure and meet tight deadlines	x	x
Ability to work well within a team, undertaking own administrative tasks as required		x
A proactive, solutions-focused approach; comfortable taking initiative and improving processes.		x
Team player who enjoys enabling others to succeed.		x
Commitment to Breast Cancer Now's mission and values.		x
Excellent attention to detail		x
A good team motivator and morale booster		x
Ambitious for own self and charity		x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience supporting a major campaign or appeal		x
Familiarity with moves management and prospect research.		x

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Good knowledge of the major donor landscape, marketplace trends, competitor awareness and potential issues that may arise	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Good understanding of scientific and/or medical research		x
A good understanding of the wider fundraising sector		x

About the role

Key internal working relationships

You'll work closely with the following:

- Colleagues within the high value partnerships and campaign department
- Data and digital team
- TISS
- CEO, senior leadership team and trustees
- Finance / legal

Key external working relationships

You'll work closely with the following:

- Trustees, campaign board and senior volunteers on occasion
- High value
- Breast Cancer Now researchers and scientists and nurses

General information

Role location and our hybrid working model	<p>This role is based in our London office. Our hybrid working model also allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>6th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p>
Salary range	<p>The salary range for this role is:</p> <p>£32,000 to £34,000 per annum</p>
Induction	<p>We want you to have a positive induction experience, so we'll ask you to think about coming into the office a bit more often at the start of your role.</p> <p>This will help you get to know your colleagues and will make it easier for people to be on hand to support you. After that, you'll be able to move to our hybrid working model.</p>
Hours of work	<p>35 per week, Monday to Friday</p>

Contract type	<p>Permanent</p>
Medical research	<p>We fund medical research, some of which may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternative.</p>
Conflict of interests	<p>You're expected to devote your full attention and abilities to your paid duties. This means you shouldn't take on any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours that could impair your ability to act in the best interests of, or prejudice the interests of, Breast Cancer Now or your work.</p>
Immigration, Asylum and Nationality Act 2006	<p>You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.</p>

Our commitment to equity, diversity and inclusion

We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply

We hope you choose to apply for this role. To apply, you need to submit your CV and supporting statement. Have a look at the essential criteria list on the person specification and give as much information as you can, with examples, to show how you meet the criteria.