

## Sussex Cancer Fund (SCF) Relationship Manager

**Place of Work:** Hybrid – Home and Office (Macmillan Horizon Centre, Brighton)

**Salary range:** £35,000 – £40,000 FTE

**Reports to:** Fundraising Trustee

**Contract:** Part-time (30hrs a week) spread over 4 or 5 days

**Line Management Responsibility:** No

**Size of team:** 3 other existing part-time staff:

Marketing Manager, Fund Manager & Admin Assistant

### **Purpose and Mission of the Sussex Cancer Fund**

1 in 2 people in Sussex will develop cancer. Since 1981, the Sussex Cancer Fund has been working together with the NHS to help make life better for cancer patients in Sussex, making a tangible difference for people who are often on a difficult and stressful journey. We do this by funding:

- Services such as acupuncture, clinical massage therapy, exercise programs and provide free 'extras' such as magazines, tea/coffee, car parking and more
- Equipment, furniture and refurbishments to support NHS cancer treatment centres in Sussex, such as chemotherapy chairs, scanners and other treatment essentials
- Ongoing financial contributions to the Horizon Centre
- Contributions to the funding of important Cancer Research projects based in Sussex for the benefit of patients in Sussex, working with Brighton and Sussex Medical School, local Universities and the NHS.

We work together with the NHS to help make life better for cancer patients in Sussex – providing equipment and services that make a tangible difference for patients who are often on a difficult and stressful journey. We also selectively fund and enable Sussex based cancer research programs that contribute to the understanding of cancers and improved outcomes for patients



## 5 Year Strategy to deliver on our Vision 2024/25 – 2028/29

1. Continually assessing and delivering on Patient's Needs
2. Developing our Cancer Research Pipeline
3. Geographical expansion throughout Sussex
4. Increased income generation and brand/awareness marketing
5. Developing the Sussex Cancer Fund Team

In addition to our 3 part-time staff, we rely heavily on volunteers – our team are passionate and hard-working. Enthusiasm and a positive, collaborative spirit drives our mission. Despite the seriousness of our cause, we create a fun, friendly working environments filled with energy, smiles and laughter.

## Fundraising at Sussex Cancer Fund

Our Vision is to develop new income channels in order to support the planned growth of the charity and ensure we are not reliant upon the unpredictability of legacy income. The planned increase in income will be achieved through the implementation of our strategy to develop a Patrons Programme with some new Major Donors, to increase corporate income with Charity of the Year partnerships and to secure multi-year grants from Trusts and Foundations. This will enable us to forward plan with increased confidence. This Relationship Manager role will be responsible for identifying and developing relationships and opportunities to secure income from these 'new' income streams to help us to achieve our income goal. Current sources of income and relationships will continue to be overseen by our existing team

We rely entirely on voluntary donations and legacies to fund the work that we do. In our 2024/25 financial year our total income was £423,000. This is analysed as follows:

- Legacies £201k
- Investment income £36k
- Income from events £38k
- Underlying donations £148k



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We have also recently started a café in one of the cancer centres we serve.

Strong relationships with High-Net-Worth opportunities will enable us to secure sustainable, multi-year funding. Our current team has built strong foundations in the local community, predominantly Brighton, and more recently in Worthing.

There is now huge potential for this new role to engage existing and new supporters in areas such as Eastbourne, Hastings, Chichester, Haywards Heath and Horsham with our refreshed and ambitious priorities, harnessing our powerful network of volunteers, community members and other supporters warm to the Sussex Cancer Fund.

**For more information about our work, please visit [www.sussexcancerfund.co.uk](http://www.sussexcancerfund.co.uk) or check out our Social Media channels.**



Two of our wonderful  
volunteers

Some of the Chemo Team  
with new chemo chair,  
Brighton

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## Job Description

### The Role

The Relationship Manager's role is to build, nurture and steward a High-Net-Worth Supporter base in Sussex to raise sustainable income to support Sussex Cancer Fund's existing services and future work.

### Responsibilities

#### Research and Engagement

- Use internal data, external tools, network mapping and own networks to research and segment new donors in all Sussex geographical areas with the ability and propensity to give 4 to 5 figure donations to our Patronage, Corporate and/or Trusts & Grants income lines
- Attend local networking and other events, 121 meetings, deliver presentations, organise events and use LinkedIn profile to engage interest and support
- Build and maintain strong, trusting and sustainable relationships with existing High Net Worth donors to sustain/uplift giving and ensure continued support.
- Researching Trusts and Corporate income opportunities relevant to SCF.
- Work closely with our Marketing Manager to add value to our Marketing Strategy to secure and develop HNW relationships.
- Work closely with our Fund Manager to develop compelling Cases for Support.



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## Responsibilities Cont...

### Income generation

- Create targeted, impactful funding propositions and appeals for income.
- Work with Trustees and colleagues to lead meetings, nurture and make asks.
- Develop and deliver compelling pitches, proposals and presentations to secure Patrons, Corporate support and income from Trusts and Foundations.
- Drive the Patrons Programme, bringing ideas around events and recognition.

### Stewardship

- Implement quality engagement and stewardship plans to monitor progress.
- Ensure all HNW supporters receive regular reports, personal calls and updates according to their needs and requirements.
- Ensuring donations and updates are correctly recorded and funders are promptly acknowledged and thanked showing our appreciation and the impact of support.
- Encouraging HNW supporters to introduce us to new potential supporters.

### Team Work

- Working collaboratively with colleagues to suggest, develop and deliver new fundraising and engagement ideas from events, fundraisers, and celebrations.
- Providing Good News stories for our Website, Social Media Channels and Newsletters to inspire, educate and thank.
- Regularly reporting on progress and analysing data to refine strategies.
- Attending and contributing enthusiastically to team meetings, 121s and catch-ups.
- Providing income forecasts, support with budgeting, identifying risks and contingency planning where needed.



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## Wellbeing, Safeguarding and self-development

- Stay abreast of developments & opportunities within fundraising and charity sector
- Work in line with the Institute of Fundraising's Code of Practice and fulfil any additional legal requirements related to this function of fundraising.
- Ensure safe working practices.
- Ensure that safeguarding incidents and accidents/ incidents are reported.
- Working toward an agreed annual work plan meeting KPIs and milestones.
- Prioritising and managing your workload.
- Take responsibility for your personal development and seek out opportunities for support and development.
- Participating in all necessary induction and training.

## Person Specification

### We are looking for someone who can show us:

- At least 2 years of demonstrable success in a busy fundraising team.
- Demonstrable success is high-quality relationship management, preferably in a fundraising context.
- Experience in researching and applying for Trust income preferable.
- Passionate about making a difference to individuals & families affected by cancer.
- Personable, outgoing, efficient and confident public speaker.
- Excellent written and verbal communication skills.
- Strong organisational skills and a positive and friendly outlook.
- Strong interpersonal skills, able to work with people at all levels.
- Experience in organising and managing events.
- Financially literate; ability to manage budgets.
- Ability to interpret complex information and narratives, and synthesise them into simple and compelling messages.
- Good IT skills including Excel, familiarity with the fundraising database Beacon an advantage.
- Great presentation skills and ability to articulate a strong clear, corporate narrative.
- Suitable home office set up.
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Sussex Cancer Fund is an equal opportunities employer committed to diversity at all levels. We provide an inclusive and welcoming environment for all staff, volunteer and community members. All qualified applicants will receive consideration without regards to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or any other protected characteristic. We encourage applications from individuals of all backgrounds who share our Mission and Values. If you need any accommodations during the application process, please let us know.

## How to apply to be a part of our team

Please send your CV and a cover letter to [info@sussexcancerfund.co.uk](mailto:info@sussexcancerfund.co.uk).

**Closing date for applications: Friday 15th August 2025 (5pm)**

**Interviews: w/c 25th August 2025**

**If you have any questions, please contact a member of our team on [info@sussexcancerfund.co.uk](mailto:info@sussexcancerfund.co.uk)**

We very much look forward to hearing from you. On behalf of all of the people affected by cancer that we help every day, thank you sincerely for your interest in the Sussex Cancer Fund.

## Good Luck!



A Recent re-furb at  
Chichester Hospital

One of our fabulous  
supporters

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