



04/12/2020

Dear Applicant,

**Fundraiser – Trusts, Foundations, Statutory**

Thank you for your interest in the above role. Please find in the following pages, some information to help you decide if this is the right role for you.

Established in 1996 to meet a gap in support, Woman's Trust aims to help any woman in London affected by domestic abuse to overcome the mental and emotional harm caused and rebuild her life. Without support, the impact of abuse can be felt long-term, leave women vulnerable to repeat abuse, and trickle down to children, affecting their life chances. We achieve our objectives by providing free, women-only, client-led therapeutic services across London; by working in partnership with others; and by working strategically to create wider change to benefit all women.

The mental health impact of domestic abuse has long been overlooked and underfunded, with statutory domestic abuse contracts prioritising crisis intervention. We have always been reliant on the understanding of Trusts and Foundations to support our work, but, as austerity cut into statutory funding, we saw an increased competition for the funds we rely upon. Now, we face one of the most challenging times in our history. COVID-19 has unearthed and increased domestic abuse and women's services are facing unprecedented demand against a background of unstable and reduced funding. When COVID-19 recedes, we will begin to see the full scale of its damage in the lives of the women affected by domestic abuse and their children. We know that the impacts will linger, so it is vital that our support is available long term to help those who come forward now, and later.

We wish to build our fundraising team and seek talented fundraisers at several levels, to help us sustain and grow our income. There is opportunity for development within the team. If you think you have the drive, the motivation and the passion to help us succeed in our mission, we want to hear from you.

To arrange an informal conversation about the post, please email [office@womanstrust.org.uk](mailto:office@womanstrust.org.uk)



**To apply**, please send us your CV and a short statement telling us more about your fundraising achievements, if it is not fully covered by your CV. Please also provide us with the details of two referees. We require their name, contact information, and relationship to you. Referees will not be contacted until an offer of employment is made. Applications should be returned to [recruitment@womanstrust.org.uk](mailto:recruitment@womanstrust.org.uk).

This is a rolling recruitment. We will be recruiting to the following bands within the Fundraising Team:

Level	Salary	Hours	Income target	Additional Responsibilities
2	£23,000 - £26,000	Full time or min 21hrs/wk	£150 - £200k	To be agreed
3	£27,000 - £30,000	Full time or min 21hrs/wk	£200 - £300k	To be agreed
4	£31,000 - £35,000	Full time or min 21hrs/wk	£300k+	Management of functions or people

There is scope for development and progression within the team and job titles may vary depending on which level you enter at.

You will hear from us within 2 weeks of your date of submission.

Please note, this post is open to female applicants only, the Equality Act 100 pursuant to Schedule, 9 Part 1 applies.

Thank you again for your interest in our work.

Warm regards,

Heidi Riedel  
CEO

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## Fundraiser – Trusts, Foundations, Statutory

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<b>Job Title</b>	Fundraiser – Trusts, Foundations, Statutory
<b>Hours</b>	Full time (35hrs/wk.) or Part time (min 21hrs/wk.)
<b>Salary</b>	£23,000 - £35,000 per annum full time, depending on experience (pro rata for part time), plus 3% matched pension contribution from 3 <sup>rd</sup> month of employment onwards, 25 days A/L pro rata – rising with length in service
<b>Length of contract</b>	Continuous, subject to successful completion of probation and availability of funding
<b>Location</b>	Starting remotely, continuing at Woman’s Trust Offices in Westminster NW1 (Edgware Rd Tube) with an option to continue some remote working
<b>Reporting to</b>	Senior Fundraiser or Fundraising & Business Development Manager
<b>Key Relationships</b>	Community Fundraiser; CEO; Data, Finance & Clinical teams
<b>Job Purpose</b>	To support Woman’s Trust in achieving its annual fundraising target by securing new trust, foundation and statutory income, and sustaining new and existing funding

### Responsibilities

#### 1. Fundraising

- 1.1 Annual income target – variable from £150k to £300k, depending on experience
- 1.2 To ensure that all funding applications/tender submissions /proposals /asks are researched, developed and presented to the highest possible competitive standard with all relevant and appropriate information requested, including budgetary and statistical user information
- 1.3 Ensure that all applications are submitted in a timely manner
- 1.4 Ensure that all funding applications made, match the criteria specific to each funder
- 1.5 Develop or support, appropriate partnership bids with other service providers
- 1.6 Work with the Community Fundraiser to engage co-corporates and the community in fundraising.
- 1.7 Work closely with the fundraising team to ensure that targeted funding is secured

#### 2. Communications

- 2.1 Ensure that all fundraising queries are responded to quickly
- 2.2 Build effective relationships with key funders
- 2.3 Present the organisation and its work clearly and effectively to all funders
- 2.4 Support the creation of engaging marketing material and the Annual Report



### **3. Reporting**

- 3.1 Work with the fundraising, clinical, finance, data teams and the CEO to steward awards effectively and report as required, meeting reporting deadlines
- 3.2 Support other members of the fundraising team in reporting

### **4 Strategy and Development**

- 4.1 Support the development and costing of projects for fundraising
- 4.2 Support the development and implementation of the annual fundraising strategy and a pipeline for applications
- 4.3 Support the identification and maintenance of a comprehensive database of potential trusts, foundations, corporates, statutory funding opportunities, donors and procurement portals donors, whose giving matches the aims and objectives of the organisation and its strategic plan
- 4.4 Support co-ordination and maintenance of all systems and record keeping relevant to the fundraising function, ensuring that confidential files are properly secured
- 4.5 Support the recruitment and management of fundraising volunteers
- 4.6 Support organisational awareness of key strategy, development and research relevant to domestic abuse
- 4.7 For senior team posts - carry out agreed management function

### **5 General**

- 5.1 To represent Woman's Trust at meetings and conduct all work in a way which reflects the aims and principles of Woman's Trust.
- 5.2 To abide by Woman's Trust's policies
- 5.3 Participate in individual line-management supervision
- 5.4 Attend relevant training as agreed by the Board of Trustees
- 5.5 Undertake other duties as reasonably requested by your line manager, CEO or Trustees

**Person Specification**

**ESSENTIAL**

**EXPERIENCE**

- 1.1 Proven experience of securing multiple 4, 5 or 6 figure grants/contracts/awards – proportionate to the level you are applying at
- 1.2 Relationship management experience

**KNOWLEDGE**

- 2.1 Awareness of domestic abuse issues including its effects on women and children
- 2.2 Understanding of the issues of confidentiality and record-keeping and the ability to put this into practice
- 2.3 Understanding and awareness of anti-discriminatory issues and practice

**SKILLS**

- 3.1 Excellent writing and communication skills – in person, on the telephone, in bids, and in meetings
- 3.2 Excellent interpersonal and team working skills
- 3.3 Excellent numerical and financial analysis skills
- 3.4 Excellent research skills and ability to understand and distil complex information quickly and accurately
- 3.5 Ability to propose, initiate and develop new ideas
- 3.6 Good organisational skills and ability to work on own initiative – prioritising work, setting and meeting targets and deadlines
- 3.7 Ability to critically evaluate own work and pay attention to detail
- 3.8 Ability to manage own admin and maintain Woman's Trust's systems
- 3.9 Ability to use Microsoft word, Access, Outlook, Excel, PowerPoint and the internet or ability to develop these skills
- 3.10 Ability to work remotely, cope under pressure, and self-care

**ATTITUDES**

- 4.1 Outgoing, proactive approach to day to day responsibilities
- 4.2 A willingness to work as part of a team and grow into areas of responsibility
- 4.3 A commitment to working within Woman's Trust's ethos
- 4.4 A commitment to anti-discriminatory practice and a willingness to implement Woman's Trust's Equal Opportunities policy at all levels
- 4.5 Sensitivity to the circumstances and needs of clients and commitment to working to empower women who have experienced domestic abuse to make choices and decisions for themselves

**DESIRABLE**

- 5.1 Knowledge and experience of the financial and legal requirements of a medium sized charity
- 5.2 Knowledge of the range of statutory and voluntary agencies and services with which women experiencing domestic violence and abuse might come into contact
- 5.3 Knowledge of institutional donors, foundations and grant making charities relevant to domestic abuse, social care, and/or health setting