

woman's Trust

recovery from domestic abuse

PO Box 70420, London NW1 7QL

Tel: 020 7034 0303/0304

Charity No. 1053117

Statutory Fundraising & Partnerships Manager

**Salary: £38,000 - £43,000 pro rata
subject to experience**

Hours: 28-35 hours per week depending on agreement

Location: London NW1

Closing date: 30th September 10am



www.womanstrust.org.uk



Statutory Fundraising & Partnerships Manager role

As the leading specialist mental health charity for women who have experienced domestic abuse, Woman's Trust's mission is to help survivors to overcome the devastating mental health impact of domestic abuse.

This is a pivotal time to join our growing Fundraising team as we work towards our strategy. As our Statutory Fundraising & Partnerships Manager, you will manage existing and develop new commissioner and partner relationships across local and central government, voluntary sector partnerships and other funding bodies, to ensure we can meet the needs of the increasing number of women we support across London and build on our systems influencing work nationally.

If you are looking to make a real impact on women and children's lives in your fundraising career, supported by a committed and evidence-led fundraising team then please do get in touch.

About Woman's Trust

The charity, established almost thirty years ago to meet the gap in specialist mental health services, is led by and for women and aims to ensure that women affected by domestic abuse can live a life free from further harm and abuse. Our approach is trauma-informed and person-centred, empowering survivors on their journey to recovery from the trauma. We support 900 women and children annually, with an income of £1.04m and 41 staff in 2023/24. We are committed to a positive, inclusive and equitable environment for our staff, service users and volunteers.

You will be joining the Woman's Trust Fundraising team as we work towards our strategy 2022-2027, to double our income and the number of women we support each year. We are focused on developing innovative mental health services for young women and girls, launching peer-led support groups and providing therapeutic groups to children and their mothers. We are also committed to developing further awareness-raising workshops, and training for professionals and building on our research and policy work to improve systems nationally.

About you and how to apply

As a creative and tenacious fundraiser, aligned to our feminist ethos and our service users', you will have experience in securing multiple-year statutory grants and contracts, with the proven ability to effectively communicate services, and to develop commissioner and wider voluntary sector relationships, aligned to our strategic priorities. You will be able to manage and deliver the whole cycle of income generation, including regular prospecting, grant management and impactful funder reporting.

If you are looking at the next step in your fundraising career into management, whilst making a real impact on women and children's lives, we want to hear from you! This role offers opportunities for advancement. For an informal conversation about the post, you can get in touch with Head of Fundraising Tessa Hazzard at tessa.h@womanstrust.org.uk

To apply, please send your CV and a cover letter of no more than 2 pages to recruitment@womanstrust.org.uk outlining your experience, skills, and knowledge, relevant to this post. Please also provide us with the details of two referees.

Closing date for applications 30rd September 10am. Interviews will take place the week 7th October 2024.

This post is open to female applicants only, in line with the Equality Act 100 pursuant to Schedule, 9 Part 1 applies. We particularly welcome applications from women from black and minoritised, and disability communities.

Statutory Fundraising & Partnerships Manager - Job Description

Job Title	Statutory Fundraising & Partnerships Manager
Salary	£38,000 to £43,000 per annum FTE (subject to experience)
Hours	Full time (35hrs/wk.), part time of minimum 4 days per week will be considered.
Contract	Permanent (subject to successful completion of 6-month probation)
Location	Based at Woman's Trust Offices (currently at Edgware Road, London). Limited travel across London is required. Hybrid working offered, with at least 50% of working days office-based
Reporting to	Head of Fundraising (HOF)
Key Relationships	Head of Fundraising, Trusts & Foundations Fundraiser, CEO, Finance, Evidence and Services teams

Job Purpose

You will lead the Statutory income generation, supported by the HOF, and working closely with the Head of Therapeutic Services and the CEO, to secure six-figure, multiple-year grants and increase grants from £0.3m to £1m per year in the next 3 years. You will effectively communicate our services and policy aims and develop commissioner and voluntary sector relationships and partnerships aligned to our strategic priorities. You will manage and deliver the whole cycle of statutory income generation, including regular meeting with new and existing commissioners, writing compelling tenders, producing impactful reports and maintaining our CRM system.

Key Responsibilities

1. Income development and fundraising

- a) Achieve revenue target of £1 million+ in partnership with Fundraising and Services team, through statutory and institutional sources, and deliver an annual increase of at least 50%, on current funding levels.
- b) Maintain strong relationships and oversight of existing statutory and voluntary sector funders portfolio, to ensure development of funding proposals and tenders, and timely reapplications of existing funding. Maintain and develop accurate work plan detailing existing and future applications, to effectively manage deadlines, identify future grant and contract prospects, and manage required resources effectively.
- c) Keep abreast of the statutory commissioning environment and policy agendas, to identify new funding opportunities within the mental health and VAWG themes, undertaking regular prospecting, building new relationships with local, London-wide and central government commissioning teams, including Community Safety, Health, VAWG, Social Care teams, Integrated Care Boards and NHS trusts. Maintain a comprehensive database of commissioners, identify new opportunities and ensure a healthy pipeline of funding.
- d) Support the development and implementation of the annual fundraising strategy and a pipeline for applications across related income streams, working with the HoF and Fundraising teams for grant income from other funders including institutional and community foundations, trusts and corporate foundations.

2. Tender bid writing, contract management and reporting

- a) Ensure that all funding applications/tender submissions /proposals /asks are researched, developed, and bid proposals are presented to the highest quality standard with all relevant and appropriate information requested, including budgets and statistical client/service data. Build strong and appropriate cases for support to deliver our strategy, demonstrating alignment to the strategic priorities of commissioners.
- b) Create compelling and insightful monitoring reports that include remaining funding needs to increase opportunities for repeat funding. Maintain oversight and accurate records to ensure timely submission of funder reports and applications utilising Excel, Word, PowerPoint, Outlook and Donorfy as required.
- c) Work with the fundraising, clinical/services, finance, and data team as well as the CEO (as required) to steward contracts and grants effectively. Liaise with wider Woman's Trust teams to ensure commissioned contract and grant outcomes are communicated and funder outcomes are met.

3. Relationship management, partnerships and communication

- a) Develop mutually beneficial relationships with key commissioners/funders through the production of regular updates, impact reporting, stakeholder meetings and activities to illustrate funding needs, including via face-to-face and online presentations, events, sharing briefing and newsletters, informal communication. Ensure that all fundraising queries are responded to promptly
- b) Together with the CEO and HOF, develop and steward key Mental Health and VAWG sector partnerships with voluntary organisations, attending external meetings, preparing relevant budgets and project submissions and maintaining accurate records on Donorfy. Develop and support appropriate partnership bids with other service providers liaising with key personnel, working together with and updating the Services team as required.
- c) Produce engaging online and offline fundraising/marketing materials that communicate funding need, impact of services and promote recent contracts/grants awarded. Work in partnership with the Marketing & Communication function in the creation of the Annual Report and other Woman Trust fundraising/marketing campaigns.

4. Team working and Coordination

- a) Work together with Head of Fundraising and the fundraising team, to achieve its aims and objectives. Support the recruitment, training and management of fundraising officers and volunteers.
- b) Support coordination and maintenance of all systems and record-keeping relevant to the fundraising function, ensuring that confidential files are properly secured
- c) Support other members of the fundraising team in timely and effective reporting by creating template reports that can be utilised for multiple funders.
- d) Support organisational awareness of key strategy, development and research relevant to domestic abuse

5. General

- a) To represent Woman's Trust at meetings and conduct all work in a way that reflects the aims and principles of Woman's Trust.
- b) To abide by Woman's Trust's policies, including diversity equity and inclusion, health and safety, and safeguarding policies.
- c) Participate in individual line-management supervision
- d) Attend relevant training as agreed by the Board of Trustees
- e) Undertake other duties as reasonably requested by your line manager, CEO or Board of Trustees

Person Specification

ESSENTIAL UNLESS SPECIFIED AS DESIRABLE

EXPERIENCE

- 1.1 Minimum of 3 years fundraising experience
- 1.2 Statutory fundraising or commissioning experience (desirable)
- 1.3 Experience of securing at least 6-figure multiple-year grants/contracts/awards
- 1.4 Effective account management and stewardship experience

KNOWLEDGE

- 2.1 Awareness and understanding 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
- 2.4 Knowledge of institutional donors and commissioners tendering for charities and organisations relevant to domestic abuse (VAWG), social care, and/or mental health setting (Desirable)
- 2.5 Knowledge and experience of the financial and legal requirements of a medium sized charity (Desirable)

SKILLS

- 3.1 Excellent interpersonal, collaboration and communication skills (experience working with partnerships, desirable)
- 3.2 Excellent numerical and financial analysis skills
- 3.3 Excellent research skills and ability to understand and distil complex information quickly and accurately.
- 3.4 Ability to propose, initiate and implement new ideas/projects/case for support, and excellent bid writing skills
- 3.5 Highly effective organisational skills and ability to work independently and utilise own initiative – prioritising work, setting and meeting targets and deadlines
- 3.6 Ability to critically evaluate own work and pay close attention to detail, managing her time and resources
- 3.7 Ability to use Microsoft Word, Outlook, Excel, PowerPoint and Donorfy or another CRM platform
- 3.8 Ability to work flexibly and maintain momentum and tenacity in response to unsuccessful applications

ATTITUDES

- 4.1 Proactive in engagement and building relationships with people, funders and charities.
- 4.2 Tenacious and proactive approach to day-to-day responsibilities
- 4.3 A commitment to working within Woman's Trust's ethos
- 4.4 Sensitivity to the needs of clients and commitment to working to empower women survivors of VAWG
- 4.5 A commitment to anti-discriminatory practice and a willingness to implement Woman's Trust's Equal Opportunities policy at all levels