



WOMEN SUPPORTING WOMEN

Supporting women in our community since 1986
Registered Charity No. 801433

Hillingdon Women's Centre - Fundraising Officer

Title: Fundraising Officer

Reports to: Development Manager

Salary: £32,240 FTE (£19,344 pro rata)

Hours: 24 hours per week, 3 days

Location: Primarily based at Hillingdon Women's Centre, Hillingdon, London, UB10 9JU, with occasional hybrid working by agreement.

Contract Type: Fixed-term, one-year contract. (extension subject to funding)

Overview

Hillingdon Women's Centre (HWC) is the only women-only holistic support service in the London Borough of Hillingdon. For 40 years, we have provided a safe space and specialist advice for women facing domestic abuse, housing insecurity, immigration challenges, and financial hardship. Our services include one-to-one casework, recovery workshops, legal and welfare advice, and community-based activities that foster empowerment and connection.

We're looking for a confident and proactive Fundraising Officer to help support the growth of our income across trusts and foundations, individual giving and corporate partnerships. This is a hands-on role, from researching and applying for funding to meeting potential supporters, building relationships with local businesses and getting involved in fundraising activities in the community.

Hillingdon Women's Centre is committed to equality of opportunity and welcomes applications from women* of all backgrounds, including those with Lived Experience.

**This role is open to women only as an Occupational Requirement under Schedule 9 of the Equality Act 2010.*

Key Responsibilities

- Contribute to the delivery of HWC's Fundraising Strategy by generating income through fundraising activities including but not limited to trust and grant applications, digital campaigns and new opportunities that support the sustainability of our organisation
- Act as first point of contact for fundraising enquiries across multiple channels, ensuring timely and professional responses
- Lead on smaller funding bids (£10K and under) with support from the Development Manager where required
- Maintain an accurate and up-to-date fundraising pipeline, tracking opportunities, applications and key deadlines
- Research new funding opportunities and assess their suitability and eligibility for the charity
- Support the planning and delivery of fundraising campaigns and events, taking ownership of agreed activities where appropriate
- Build and maintain relationships with donors, schools, community groups and potential corporate partners

Any offers of employment are subject to satisfactory DBS and Right to Work checks, as per legal requirements.



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- Assist with donor stewardship, supporter journeys, and delivering excellent supporter care
- Process donations and Gift Aid and maintain accurate fundraising records, working with the Development Manager and trustees as required.
- Work with external fundraising platforms (e.g. JustGiving, CAF, PayPal, Zeffy) to ensure a seamless supporter experience
- Create content for and support the growth of digital and social media fundraising campaigns
- Maintain fundraising and supporter records, including donations, Gift Aid and other relevant information.
- Assist the Development Manager with representing the charity at events, presentations and community engagements
- You may also be asked to carry out other tasks that are in line with the responsibilities of the Fundraising Officer

Person Specification

Essential Experience:

- 1-2 years working in a fundraising or income generation role within the charity sector
- Demonstrable experience building relationships with funders and/or corporate partners
- Experience of researching funding opportunities and/or contributing to or writing funding applications.

Skills:

- Confident and enthusiastic communicator with excellent written and verbal skills in person and over the phone
- Equally confident in working independently as well as collaboratively
- Strong digital skills - experience with Microsoft and Google Workspace
- Takes a proactive approach to tasks and responsibilities
- Able to plan and coordinate fundraising activities and small projects from start to finish.
- Strong organisational and administrative skills and the ability to manage competing priorities and deadlines

Values:

- Commitment to HWC's mission, values and work to support women and end violence against women and girls
- Operates with empathy, compassion and integrity toward people from all backgrounds, religions, ethnicities and cultures

Desirable Experience:

- Event fundraising and organising challenge events
- Experience with major donors and individual giving
- Understanding of Domestic Abuse and its impact on women
- Experience using Canva, MailChimp and Zeffy
- Experience using a donor management database
- Degree-level qualification or equivalent