

Fashion
AS A FORCE
for good

SMART
WORKS

SMART WORKS LEEDS

Fundraising & Partnerships Lead

Salary: £24,000 (FTE £30,000)

Contract: Permanent

Working pattern: Part time, 32 hours per week (specific hours/days can be discussed at interview)

Location: Mabgate Mills, Leeds with some hybrid working possible

Closing date: Midnight on Sunday 3rd May 2026



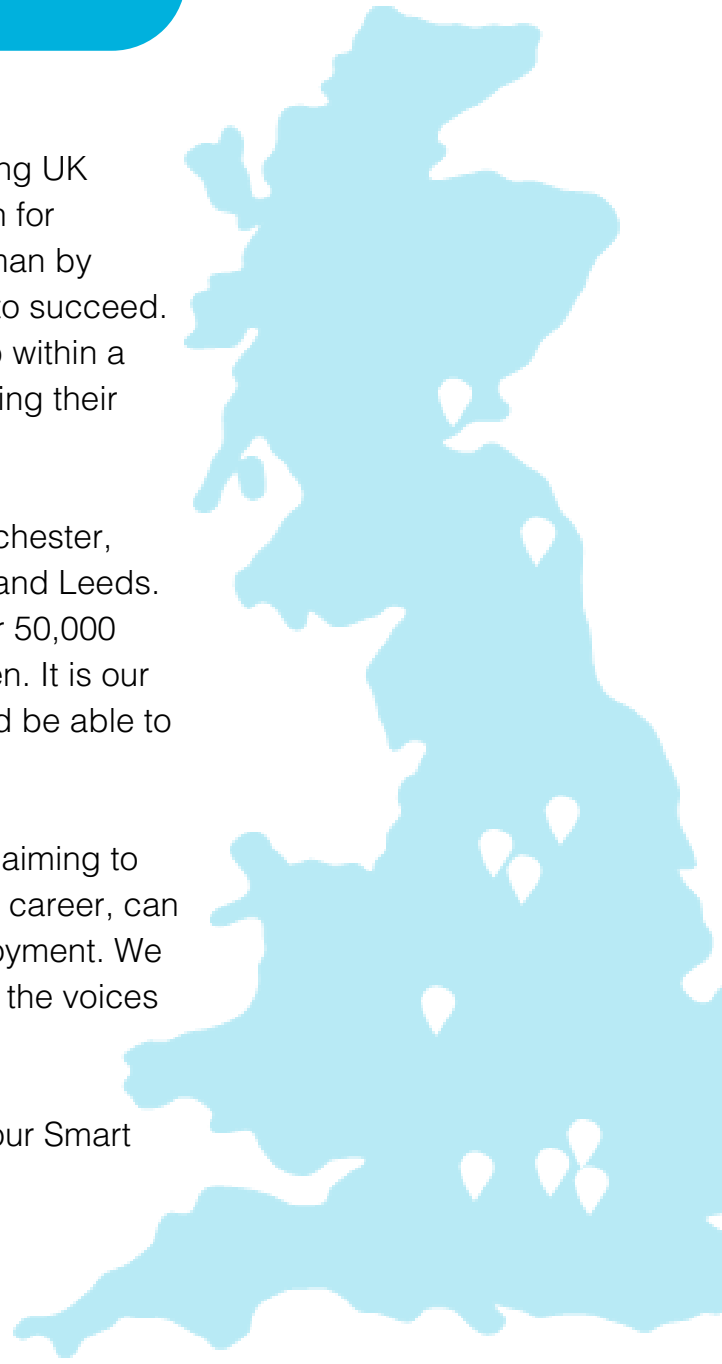
ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 68% of clients secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading, Bristol and Leeds. Over the past ten years, Smart Works has helped over 50,000 women, and last year alone we reached 10,600 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In 2025 we launched our new 5-year strategy- we are aiming to build a future where every woman, at any stage of her career, can access trusted, personalised support to secure employment. We aspire to be local in feel, national in reach, shaped by the voices of women, valuing every story and every success.

More information about who we are can be found on our Smart Works website.





ABOUT THE ROLE

Last year Smart Works Leeds hit an important milestone when they supported over 1000 women with their coaching and dressing service. Over the next 12 months and beyond, there are plans to grow the service even further and ensure that all unemployed women located in Yorkshire are aware of the transformative service available to them at Smart Works.

The Fundraising and Partnership Lead will focus on the corporate and stakeholder partnership fundraising activity, supporting the Head of Fundraising to generate a six-figure annual income portfolio. The role involves identifying, approaching and converting new corporate prospects into engaged funding partners aligned with the charity's cause and objectives.

They will work with the Fundraising team and the Board of Trustees to deliver the fundraising strategy, activity plan and support the organisation's long-term sustainability.

The successful candidate will be someone who genuinely enjoys connecting with people, cultivating strong partnerships and turning relationships into sustainable fundraising success for Smart Works Leeds.

The role requires a self-starting and proactive approach, excellent communication and networking skills, strong organisational abilities, experience in generating income, and a strong commitment to stewarding relationships with donors, partners and supporters.

The role will be based at our newly renovated Smart Works centre in Mabgate Mills, Leeds but flexible working arrangements can be discussed. We're looking for an individual who will take part in key Smart Works Leeds events and networking activity, which will include some evening and weekend work.

Smart Works Leeds is part of Smart Works Charity, with centres across the UK. As part of this network, the role will work alongside peers from across the charity through established peer working groups.

We are a community that shares a passion to empower women to thrive in work and life, determined to meet our aim of helping as many women as we can back into work. If you're passionate about supporting women, then this is an ideal opportunity for you.



DUTIES AND RESPONSIBILITIES

Reporting to the Head of Fundraising, the successful candidate will lead on a range of activities, including:

- Manage and steward pipeline opportunities across corporates and high-net-worth individuals through strategic networking, targeted outreach and consistent relationship-building
- Cultivate and steward existing corporate charity partnerships to an exceptional standard, while also building a strong pipeline of future partnership opportunities
- Build on existing relationships, follow up on Trustee introductions, and develop prospects through your own networks.
- Ensure all interactions and partnership activity are accurately tracked and followed up to maximise engagement and secure annual income.
- Drive the creation and delivery of engaging partnership activities across the charity, including corporate events, volunteering programmes and tailored opportunities for partners to get involved
- Work alongside the Fundraising & Marketing Assistant, who leads on social media and wider communications, to shape engaging content and strengthen stakeholder involvement
- Lead our annual fundraising campaigns, such as Step Up for Smart Works and our International Women's Day events, managing stakeholder engagement ensuring maximum money is raised.
- Deliver financial activities to target, maintaining an up-to-date database with accurate income tracking, stewardship actions and pipeline data to support regular KPI and financial reporting to the Board of Trustees.
- Represent Smart Works Leeds when working with a diverse range of stakeholders, acting as a confident and professional ambassador for the charity.



SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Essential Criteria

- Experience generating income for a charity or organisation
- Proven ability to manage and nurture relationships across a range of seniority levels and sectors.
- A strong networker, able to build rapport with stakeholders across Leeds and the wider Yorkshire network
- Excellent interpersonal, communication and presentation skills, with the ability to steward relationships and effectively onboard financial supporters.
- Target-driven, with strong organisational and time-management skills to meet or exceed KPIs
- A confident and professional communicator
- Able to work autonomously and collaboratively as part of a dynamic team, connecting activity across the organisation and demonstrating a genuine commitment to being a supportive team player.

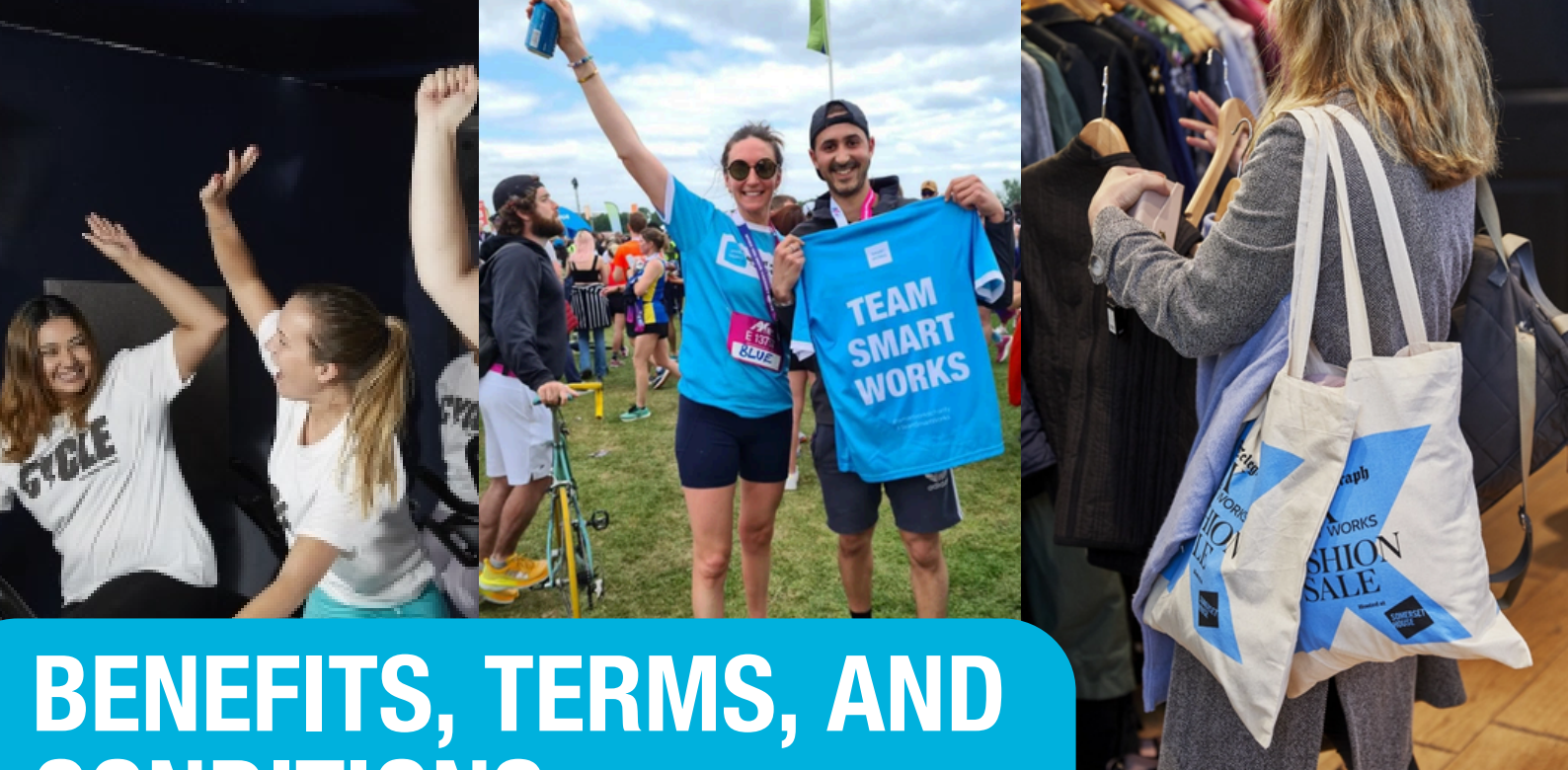
Desirable Criteria

- Strong understanding of the fundraising landscape across Yorkshire.
- Experience working effectively within the charity sector

General duties of a Smart Works staff member

- Represent the Charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions
- Adhere to our policies and procedures and be an ambassador for our charity
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of female unemployment as we would like to increase the representation of these groups at Smart Works.



BENEFITS, TERMS, AND CONDITIONS

**WE SHOW
THE SALARY
EMPLOYER**

- Salary of £24,000 (FTE £30,000)
 - Permanent.
 - Part time role, 32 hours per week (specific hours/days to be discussed at interview).
 - Based in Mabgate Mills, Leeds but with some hybrid working in agreement with the line manager.
 - Reporting to the Head of Fundraising.
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- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year
 - Healthcare cashback plan via Simply Health including money back on eyecare, dental care, prescriptions, diagnostics and more
 - Option to add a partner for a cost and up to 4 children for free
 - 24/7 wellbeing phonenumber and free face-to-face counselling on referral
 - 3% Employer Pension Contribution, 5% Employee Contribution.
 - Enhanced maternity/paternity pay after 1 years service
 - Other enhanced compassionate and family leave policies to support colleagues
 - VIP access at some Smart Works sales, events and pop-up shops.
 - Positive working environment with investment in training and progression.
 - All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.



HOW TO APPLY

Please submit a CV and a cover letter by Midnight on Sunday 3rd May. Your application should be addressed to Kate Murphy.

INTERVIEWS

1st round interviews will take place on Monday 11th May and will be virtual. If you are unable to attend a virtual interview for any reason, please let us know by contacting recruitment@smartworks.org.uk to discuss another arrangement.

ADJUSTMENTS

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).