

**Job Title:** Trusts Fundraising Manager

**Place of Work:** Hybrid/Luton

**Contracted Hours:** 22.5 hours

**Reports to:** Chief Executive Officer

**Salary/Remuneration:**

£35,000 (pro rata for part time staff)

**Our Mission:**

We aim to reduce the devastating impact of gender-based abuse and exploitation on all women and children, through safeguarding, empowerment, and education.

**Our Vision:**

is for all women exposed to gender-based violence and exploitation, and their children, to be safe and have access to appropriate intervention, support and advice in order to live free from fear and harm.

**Our Values:**

**Diversity & Inclusion**

We value difference and know that we cannot achieve our vision without proactively working to dismantle systemic racism and discrimination. We recognise our role in championing equity for all. Through our work and how we conduct ourselves as an organisation, we challenge ourselves, and others, to practice in an anti-racist and anti-discriminatory way and develop professional cultures that recognise and challenge oppression in all forms. We will promote inclusion and ensure we are working towards establishing the right of all to access help and support that acknowledges, respects and values individual lived experiences.

**Collaboration**

We believe in working with women survivors, other organisations, specialist services and supporters to drive change. This commitment will see us seeking opportunities to learn from, and engage with, service users and partner with others to ensure any woman approaching us for support is able to access the help she needs.

**Advocacy**

As experts in the field of gender-based domestic abuse, we want to be able to use our voice and influence to magnify the voices of women and children experiencing abuse and exploitation.

**Innovation**

We are committed to seeking new solutions to some of the long-standing, pervasive problems associated with gender-based abuse and exploitation, as well as new or emerging issues. Wherever possible, we want to explore new ideas and co-create innovative interventions to improve outcomes for women, and their children.

Women's Aid in Luton is a Charitable Incorporated Organisation. Registered Charity No.1160555.  
Our registered office address is 32 – 42 Duke Street Luton Beds LU2 0HH

**Job purpose:**

Women's Aid Luton (WAL) is looking for an experienced Trust Fundraising Manager to play a pivotal role in securing funding from trusts, foundations, and other philanthropic sources. This role is essential in ensuring the long-term sustainability of WAL's vital work in responding to gender based abuse and exploitation. The ideal candidate will have a proven track record in successful bid-writing, a strong interest in WAL's mission, and the drive and organisational skills to thrive in a small, dynamic, and highly effective team. WAL's income has remained steady during the past three years. This role is crucial in driving efforts to continue to secure this vital funding. You will be joining an engaged and committed team, with a highly supportive Chief Executive and a dedicated Board of Trustees. Passionate about making a meaningful impact on the lives of women and children affected by domestic abuse, you will bring enthusiasm and expertise to this role.

**Key Responsibilities****Research and Identify Funding Opportunities:**

- Proactively identify relevant trusts, foundations, and grant-making bodies aligned with WAL's mission
- Cultivate connections with prospective trusts and donors
- Develop a strong pipeline of funding prospects

**Bid-Writing and Grant Applications:**

- Craft compelling, high-quality tailored funding proposals and grant applications
- Ensure applications align with funders' priorities and WAL's strategic objectives
- Maintain accurate records of fundraising efforts and communications

**Relationship Management:**

- Build and maintain relationships with key funders and donors
- Coordinate reporting on donor projects and other communications in a timely and engaging manner, and in accordance with the donors' reporting requirements, going the extra mile where possible to demonstrate excellent stewardship.

**Financial Planning and Forecasting:**

- Work with the Chief Executive Officer to develop financial forecasts and funding strategies
- Track income targets and report on fundraising progress

**Person Specification**

We are seeking a proactive fundraising professional who will understand WAL's unique work in order to develop targeted funding applications and ensure WAL's long-term financial sustainability.

The ideal candidate will have:

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**women's aid  
luton**

A safe place for women & children

**Essential:**

- Significant proven experience of building and maintaining relationships with Trusts and Foundations, or similarly high value donors, that has resulted in £100k+, multi-year gifts and an ability to hit financial targets.
- Exceptional writing skills with the ability to craft compelling and persuasive proposals tailored to the interests of the specific funder and the needs of WAL.
- Skilled in conducting research to identify new funding opportunities and a proactive approach to building and maintaining a robust pipeline of prospects.
- Experience in developing and managing a funding pipeline.
- Ability to build and maintain relationships with funders and stakeholders.
- Excellent communication and organisational skills.
- Ability to work independently, manage multiple deadlines, and demonstrate initiative.

**Desirable:**

- Knowledge of the domestic abuse and violence against women and girls' sector, including familiarity with relevant policies, best practices, and support mechanisms.
- Strong financial acumen, with experience in budgeting, forecasting, and financial reporting.

**Aspects of the Role:**

**Context:**

Due to the sensitive nature of this role we will be considering female applicants only for this post in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to schedule 9 part 1)

**Rehabilitation  
of Offenders  
Act 1974:**

Because of the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-over or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS (formerly CRB) Code of Practice.

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