

*Fashion*  
**AS A FORCE**  
*for good*

SMART  
WORKS

## SMART WORKS CHARITY

### Philanthropy Manager

Salary: £34,000-£39,000 depending on experience.

Contract: Permanent.

Working pattern: Full time, 9am-5pm but open to flexible working.

Location: London with hybrid working possible.

Closing date: 5pm on Sunday 20th October.

# ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 63% of clients secure a job within a month.

The Smart Works service is delivered in London, Manchester, Stockport, Glasgow, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past eleven years, Smart Works has helped over 40,000 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 April 2022, Smart Works launched a Three-Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000 women a year. We are on track to achieve this by expanding the reach of our existing centres and opening new centres in areas of need including Bristol; set to open in early 2025.



More information about who we are can be found on our [website](#).



# ABOUT THE ROLE

Smart Works exists to empower all women who need help getting into work. We are currently in a significant growth phase, doubling the number of women we support to 10,000 women a year by 2025. As such, we require vital cornerstone funding from a new Major Gifts function that has just been established, to secure donations from high-net worth individuals, that will enable us to achieve our mission and help thousands of women to transform their lives.

This is an exciting role that provides an opportunity to build a network of major donors from scratch, raising £150,000 income by end of March 2025. Supported by the Director of Partnerships, you will work closely with the Board and our network of 750 volunteers, to develop a giving strategy that will engage and grow a new pool of crucial supporters for Smart Works.

The successful candidate will be responsible for building a new portfolio of major donors, including conducting prospect research, developing bespoke stewardship materials, and securing five-figure and six-figure repeat gifts.

We seek an excellent communicator, with significant experience in influencing, negotiating and exceeding set targets. Creativity, an understanding of women's fashion, and knowledge of wealth circles would also be advantageous.

Smart Works is a collaborative environment, with dynamic teams and ambitious plans. It is also a rewarding place to work and a lot of fun, with valuable opportunities to attend nationwide fundraising events, expert leadership panel discussions, fashion sales and exclusive events.



The Fundraising and Partnerships team are based in London. This is a hybrid role, working from a London centre at least twice per week, with the opportunity to work across our North, West and South London centres. Some evening and weekend work is required to lead on philanthropic fundraising and support wider partnership team events.

If you are a dynamic, proactive self-starter, with exceptional interpersonal skills and are passionate about supporting women into work, then this could be the ideal opportunity for you. We would love to hear from you.



# DUTIES AND RESPONSIBILITIES

Reporting to the Director of Partnerships, the successful candidate will:

- Lead the development and delivery of a giving programme, building a pipeline and carrying out proactive prospect research.
- Secure five-figure and six-figure multi-year gifts from major donors, to exceed £150,000 target by end of March 2025.
- Research and identify prospective major donors who could support Smart Works, through existing warm networks and via outreach to cold audiences.
- Work collaboratively across teams and functions to produce creative and compelling propositions and materials to secure both core and restricted funding.
- Represent Smart Works to a diverse range of stakeholders and audiences to generate income and raise brand awareness.
- Develop cultivation events considering regional hotspots.
- Acknowledge, thank and recognize donors appropriate to their level of support and ensure restricted gifts are appropriately allocated.
- Manage donor database and reporting.
- Support Smart Works' local centres across the UK and share learnings and guidance to help others build their Major Gifts potential.



# SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

## Essential Criteria

- A track record of cultivating strong and positive relationships with multiple, senior and high-net worth individuals
- Demonstrable experience of making the ask, and an ability to support senior staff, volunteers and trustees to do so
- Interpersonal verbal communication and presentation skills, in order to foster strong relationships with donors and networks alike
- Target driven with excellent organisation and time management capabilities, demonstrating an ability to prioritise and work to deadlines
- Ability to prepare high-quality funding proposals and reports, adapting the communication style for different audiences and stakeholders to maximise impact
- Proactive, ambitious team player, able to work from own initiative
- Passionate and enthusiastic about the mission and vision of Smart Works

## Desirable Criteria

- Proven track record in securing six figure major gifts income
- Outstanding written communication skills and strong attention to detail
- An understanding of the Philanthropy landscape and its current challenges, opportunities and trends
- Experience in database management

## General duties of a Smart Works staff member

- 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.

Smart Works promotes equity, diversity, and inclusion in our workplace. We make employment decisions by matching the Charity's needs with the skills and experience of candidates. These decisions are made irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.

# BENEFITS, TERMS, AND CONDITIONS

- Salary of £34,000 - £39,000 depending on experience.
- Permanent, full-time role, Monday-Friday with typical working hours 9 am -5 pm in line with centre opening hours but happy to discuss flexible working.
- Reporting to the Director of Partnerships.
- Based in London but with hybrid working in agreement with the line manager.
- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year.
- Positive working environment with investment in training and progression.
- VIP access at Smart Works sales, events and pop-up shops.
- 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 answer the following questions by **5pm on Sunday 20th October**. Your application should be addressed to Hannah Sanders, Director of Partnerships.

- Why do you want to work for Smart Works? (Max 250 words)
- What experiences and skills do you have that make you well suited to this role? (Max 400 words)
- In your opinion, what individual or groups of people would make an excellent Major Donor for Smart Works? (Max 400 words)

Interviews will take place on 24th October 2024.

**If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact [recruitment@smartworks.org.uk](mailto: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.

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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](#)).