

woman's Trust

recovery from domestic abuse

As the leading specialist mental health charity for women who have experienced domestic abuse, Woman's Trust is on a mission to help women and their children to overcome the devastating mental health impact of Domestic Abuse. This is a pivotal time to join our small but dynamic Fundraising team as we are working towards our 5-year growth plans.

As our new Senior Statutory and Trust Fundraising Manager, you will manage and develop new and existing funder relationships across trusts, statutory, and foundations to ensure we can increase the number of women we support by extending our services across London, implementing innovative services for young women, and providing timely therapeutic support to mothers and their children to ensure they can live a life free from further harm and abuse.

If you are looking to make a real impact in your fundraising career, supported by a committed and data-led fundraising team then please do get in touch.

Woman's Trust

The charity was originally established by a group of survivors and Counsellors to meet the gap in specialist mental health services, designed by and for women, to ensure that women affected by DA can live a life free from further harm and abuse.

This is a pivotal time to join the Woman's Trust Fundraising team, as we are halfway through our five-year strategy to increase the number of women we support each year. With a focus on vitalising services for young women, launching user-led peer support groups, and supporting children, and their mothers via timely therapeutic support. Whilst securing funding to establish our research and policy work and formalise our training for professionals.

As a creative and tenacious Senior fundraiser fully versed in embodying survivors' stories to secure six-figure, multiple-year grants, with the proven ability to effectively package services to meet funder themes, whilst conducting regular prospecting, producing impactful funder reports and maintaining Donorfy we want to hear from you! This is a multi-faceted role that offers a genuine opportunity for advancement.

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 and showing us, through examples, why we should choose you. Please also provide us with the details of two referees. We require their name, contact information, and relationship to you. Referees will not be contacted until an offer of employment is made. Interviews will be held on a rolling basis.

Closing deadline 5th August 5 PM

Please note, that this post is open to female applicants only, the Equality Act 100 pursuant to Schedule, 9 Part 1 applies. Thank you again for your interest in our work.

For an informal conversation about the post, please contact our Head of Fundraising, Tessa Hazzard at tessa.h@womanstrust.org.uk

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Senior Statutory & Trust Fundraising Manager - Job Description

Job Title	Senior Statutory & Trust Fundraising Manager
Hours	Full time (35hrs/wk.)
Salary	£40,000 to £43,000 per annum FTE subject to experience
Contract	Permanent (subject to successful completion of 6-month probation)
Location	Based at Woman's Trust Offices (currently at Edgware Road/Paddington, London). Limited travel across London and the UK required. Woman's Trust operates a hybrid model of working with 50% of working hours carried out in the office.
Reporting to	Head of Fundraising (HOF)
Key Relationships	Head of Fundraising, Trust & Statutory Fundraiser, CEO, Finance, Data and Clinical teams.
Job Purpose	To support Woman's Trust in achieving its £1 million+ annual fundraising target by maintaining and securing new trust, foundation and statutory income.

Responsibilities

1. Fundraising

- a) Achieve revenue target of £1 million+ in partnership with Fundraising team
- b) Maintain oversight of Trust and statutory funders to ensure timely reapplications to existing funders
- c) Maintain and develop accurate work plan detailing existing and future applications, monitoring reports and other work activities to effectively manage deadlines, identify future grant prospects, and manage required resources effectively
- d) Effectively manage a portfolio of Funders across statutory agencies, foundations, and trusts. Undertaking regular prospecting to ensure healthy pipelines of funding
- e) Schedule and attend regular meetings with both new and existing funders to communicate the charity's impact and illustrate funding needs via face-to-face and online presentations
- f) Keep abreast of the fundraising environment to identify new funding opportunities within statutory agencies e.g. London boroughs, NHS Health bodies, funded partnership opportunities, and government tenders e.g. MOPAC, Home Office
- g) Ensure that all funding applications/tender submissions /proposals /asks are researched, developed, and presented to the highest possible competitive standard with all relevant and appropriate information requested, including budgets and statistical client/service data
- h) Ensure that all applications are submitted in a timely manner
- i) Ensure that all funding applications made, match the criteria specific to each funder
- j) Lead on key sector partnerships, attending external meetings, preparing relevant budgets and project submissions and maintaining accurate records on Donorfy
- k) Develop and support appropriate partnership bids with other service providers liaising with key personnel and

updating the service team as required

- l) Work with all WT Fundraising teams when appropriate for fundraising activity.

2. Reporting

- a) Create compelling and insightful monitoring reports that include remaining funding needs to increase opportunities for repeat funding
- b) Work with the fundraising, clinical, finance, and data team as well as the CEO (as required) to steward grants effectively and liaise with wider Woman's Trust teams to ensure grant outcomes are communicated to ensure funder outcomes are met
- 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) Maintain oversight and accurate records to ensure timely submission of funder reports and applications utilising Excel, Word, Outlook and Donorfy as required.

3. Strategy and Development

- a) Lead on research to ensure a healthy pipeline of new prospects across statutory, trusts, and foundations to meet annual fundraising target (£1 million+)
- b) Work closely with HoF to create future pipelines and meet targets for the T&F team to sustain and grow existing services
- c) Produce project budgetary information utilising Excel and full cost recovery for multi-year funded projects and services
- d) Support the development and implementation of the annual fundraising strategy and a pipeline for applications
- e) Identify, create and maintain, a comprehensive database of potential trusts, foundations, statutory funding opportunities, donors, and procurement portals donors, whose giving matches the aims and objectives of the organisation and its strategic plan
- f) Support coordination and maintenance of all systems and record-keeping relevant to the fundraising function, ensuring that confidential files are properly secured
- g) Support the recruitment and management of fundraising volunteers
- h) Support organisational awareness of key strategy, development and research relevant to domestic abuse

4. Communications

- a) Ensure that all fundraising queries are responded to promptly
- b) Develop mutually beneficial relationships with key funders through the production of regular updates, impact reporting, stakeholder meetings, and activities
- c) Create powerful and engaging presentations for potential and existing funding organisations
- d) Produce engaging online and offline fundraising/marketing materials that communicate funding need, impact of services and promote recent grants awarded. Work in partnership with the Marketing & Communication function in the creation of the Annual Report and other Woman Trust fundraising/marketing campaigns

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
- 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

EXPERIENCE

- 1.1 Minimum of 5 years Trusts, Statutory and Foundation fundraising experience
- 1.2 experience of securing at least 6-figure multiple-year grants/contracts/awards
- 1.3 Effective account management and stewardship experience

KNOWLEDGE

- 2.1 Awareness 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

SKILLS

- 3.1 Excellent interpersonal and effective forward planning skills
- 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
- 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
- 3.7 Ability to manage own admin and maintain and develop Woman's Trust's systems
- 3.8 Ability to use Microsoft Word, Outlook, Excel, PowerPoint and Donorfy or another CRM platform
- 3.9 Ability to work remotely and maintain momentum, tenacity, and humour in response to unsuccessful applications

ATTITUDES

- 4.1 Outgoing, tenacious and proactive approach to day-to-day responsibilities
- 4.2 A commitment to working within Woman's Trust's ethos
- 4.3 A commitment to anti-discriminatory practice and a willingness to implement Woman's Trust's Equal Opportunities policy at all levels
- 4.4 Sensitivity to the circumstances and needs of clients and commitment to working to empower women who have experienced domestic abuse to make choices and decisions for themselves

DESIRABLE

- 5.1 Knowledge and experience of the financial and legal requirements of a medium sized charity
- 5.2 Experience of line management
- 5.3 Knowledge of the range of statutory and voluntary agencies and services with which women experiencing domestic violence and abuse might come into contact
- 5.4 Knowledge of institutional donors, foundations and grant making charities relevant to domestic abuse (VAWG)⁴, social care, and/or mental health setting