

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

**SMART  
WORKS**  
BRISTOL

## **SMART WORKS BRISTOL**

### **FUNDRAISING MANAGER**

Salary: £36,000 to £40,000 FTE depending on experience.

Contract: Permanent

Working pattern: 32 hours per week with flexibility over days worked

Location: Bristol

Closing date: 12 noon on Monday 1st June 2026



# ABOUT SMART WORKS

Smart Works Bristol is a new charity and part of the national Smart Works network. We support unemployed women into work by providing coaching, clothing and confidence.

For women who are looking for employment, we offer one to one Career Coaching. When a client secures an interview, we provide tailored Interview Preparation along with a high quality outfit to help her feel confident and ready. All of our services are delivered by trained volunteers. Following a visit to Smart Works, 68% of our clients go on to secure employment, gaining financial independence and transforming their lives.

The Smart Works service is delivered through 10 centres across the UK and, over the past ten years, has supported more than 40,000 women.

Our mission is that any woman who needs our support should be able to access a Smart Works centre. In early 2025, Smart Works Bristol opened, bringing our in-person services to women across the South West for the very first time.

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





## ABOUT THE ROLE

Smart Works Bristol empowers unemployed women to move into work, supporting up to 1,000 clients each year through career coaching and interview preparation. To achieve this, we rely on income from grants, trusts and foundations, corporate partnerships and events.

We are seeking a proactive Fundraising Manager to join our small but ambitious team. Reporting to the Head of Smart Works Bristol, this role will lead our corporate and events fundraising, building on strong community foundations to develop partnerships as a key driver of long-term sustainability. The successful candidate will deliver our three-year fundraising strategy, with a focus on Bristol's corporate landscape, diversifying income streams, leading events and strengthening relationships across the Southwest.

We are looking for someone with a proven track record of income generation, strong communication and organisational skills, and the ability to build lasting relationships that translate into sustainable funding.

This is an exciting opportunity to shape a growing charity at a pivotal stage, while benefiting from the wider Smart Works network. The role is based in Bristol and includes some evening or weekend work, with time off in lieu.

If you enjoy networking, researching and communicating, and are passionate about supporting women into work, we would love to hear from you.



# DUTIES AND RESPONSIBILITIES

The successful candidate will lead on a range of activities, including:

- Leading on corporate fundraising activity
- Building and managing a strong pipeline of corporate partners
- Developing and securing both one year and multi-year corporate partnerships
- Overseeing stewardship and reporting for corporate supporters
- Maintaining accurate income tracking and pipeline data for reporting purposes
- Writing high quality Charity of the Year applications
- Leading implementation of the overall fundraising strategy
- Working closely with the Head of Smart Works Bristol on fundraising priorities
- In conjunction with the Head of Smart Works Bristol, delivering a programme of corporate and community events
- Securing sponsorship for events and fundraising activity
- Identifying and maximising local funding opportunities
- Collaborating with the wider Smart Works network, including the London fundraising team
- Supporting fundraising activity, including some evening and weekend events
- Representing Smart Works Bristol with external stakeholders and at events



# SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

## Essential Criteria

- A strong networker, with the ability to build relationships with a range of stakeholders, including at senior levels
- Experience generating income, preferably in the charity/non-profit sector
- Excellent written and verbal communication skills, with strong attention to detail and the ability to adapt messaging for different audiences
- Target driven with excellent organisation and time management skills, with the ability to prioritise and meet deadlines
- Creative and proactive approach to problem solving, with an entrepreneurial mindset towards fundraising
- Passionate and enthusiastic about the mission and vision of Smart Works Bristol
- Confident user of Microsoft Office (PowerPoint, Word, Excel)

## Desirable Criteria

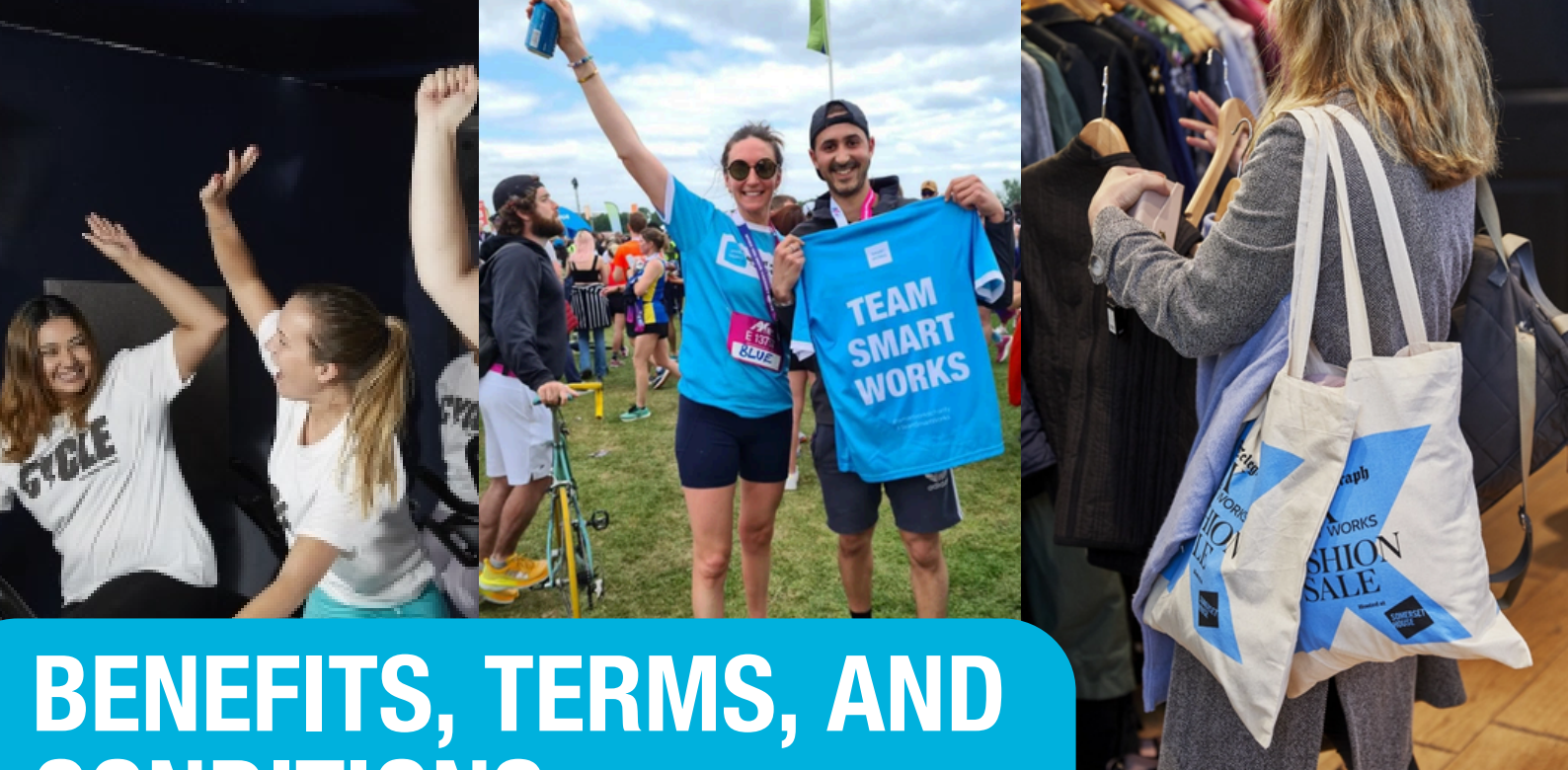
- Demonstrable experience securing corporate partnerships
- Experience preparing high quality funding proposals and reports
- Experience organising fundraising events
- An understanding of the high value fundraising landscape, including current challenges, opportunities and trends
- Knowledge of the local fundraising landscape in Bristol and the South West
- Experience using AI tools to enhance fundraising, marketing, and communications
- Confident user of digital design tools i.e Canva/Adobe InDesign

We warmly encourage applications from all interested candidates. If you don't meet every requirement, please don't let that deter you, we would still love to hear from you.

Smart Works promotes equity, diversity, and inclusion in our workplace. We particularly welcome applications from Black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.

## Successful candidates will share the following Smart Works Bristol values:

- Represent the Charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small team
- Work collaboratively and cooperatively with all team members and take an active part in meetings and discussions including providing operational support and cover when needed
- Work collaboratively with our large and supportive volunteer team on joint projects such as events and sales
- Play your part in ensuring that each woman who comes through the door is treated with respect and empathy



# BENEFITS, TERMS, AND CONDITIONS

- Salary of £36,000 to £40,000 FTE depending on experience
  - Permanent
  - 32 hours per week (0.8 FTE) with flexibility on days worked.
  - Minimum 3 days in the Bristol office
  - Typical working hours 9am - 5pm in line with centre opening hours, with some evening and weekend work
  - At Smart Works we celebrate diversity, promote inclusivity and are open to discuss flexible work options to help you balance your work and home life.
  - Reporting to the Head of Smart Works Bristol
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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 answer the following questions by **12 noon on Monday 1<sup>st</sup> June**. You will be prompted to submit your answers within our online portal.

- Why do you want to work for Smart Bristol? (Max 250 words)
- What experiences and skills do you have that makes you well suited to the role? (Max 400 words)
- In your opinion, what is the biggest challenge and biggest opportunity in the current charity fundraising space? (Max 400 words)

## INTERVIEWS

1st round interviews will take place on **Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> June** 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](mailto:recruitment@smartworks.org.uk) to discuss another arrangement.

2nd round interviews will take place on **Friday 12<sup>th</sup> June** and will be in person in our Bristol office.

## ADJUSTMENTS

**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.

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](#)).