

Job Description

Job Title	Trusts & Statutory Fundraising Manager
Responsible to	Head of Fundraising
Responsible for	N/A
Hours	35
Salary	£34,000 - £40,000
Contract	Permanent
Location	Woman's Trust premises including co-location with statutory partners and community partnership locations.
Date Revised	

This job description may change to reflect the changing requirements of the role.

About Woman's Trust

The charity was established in 1996 to meet the gap in specialist mental health services. Woman's Trust is led by and for women and aims to ensure that women affected by domestic abuse can live a life free from further harm and abuse. Our approach is trauma-informed and person-centred, empowering survivors on their journey to recovery from the trauma. We are committed to a positive, inclusive and equitable environment for our staff, service users and volunteers.

Alongside delivering our existing 1-1 counselling, self-development workshops and therapeutic support groups for women who have experienced domestic abuse, we are focused on developing our innovative mental health services for young women and girls, delivering new peer-led support groups and providing therapeutic groups to children and their mothers. We are also committed to developing further awareness-raising workshops and training for professionals, building on our research and policy to improve systems nationally.

Background

The lack of recognition of domestic abuse as a mental health issue within the NHS leads to delayed and inadequate support for survivors. This gap in understanding and response often result in survivors only being able to access and receive appropriate care when their mental health deteriorates to the point of requiring secondary mental health services (Women's Aid 2021). Meta analysis suggests that CBT, one of the NHS's most prescribed approaches for mental ill-health, is not the best approach for domestic abuse survivors as it does not recognise and take into account the external

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factors and dynamics of abuse, specifically power and control, the role of the perpetrator and the resulting trauma for the survivor.

In March 2025, WT published its first major report, 'Living Without Hope' which consolidates existing and increasing academic, government and sector research demonstrating the significant impact of domestic abuse on women's mental health. Outlining the current agency responses at national, regional and local levels and the gaps in provision; the report also makes recommendations for change and improvement across the VAWG and health sectors.

Purpose

You will support Trusts & Foundations and Statutory income generation for Woman's Trust, led by the HOF. You will secure five and six-figure, multiple-year grants and support the increase of organisational income from £1.2m to £3m in the next 3 years. You will effectively communicate our services and campaign aims and develop funder partnerships and relationships aligned to our strategic priorities. You will manage and deliver the whole cycle of trusts and foundations income generation, including regular prospecting, producing impactful funder reports and maintaining our CRM system.

Responsibilities and Duties

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to carry out any other duties commensurate with this post.

1. Income development and fundraising

- a) Achieve revenue target of £1.5 million in partnership with Fundraising team through Trusts and Foundations and Statutory bodies and deliver an annual increase of at least 20%.
- b) Maintain strong relationships and oversight of existing Trusts and Foundations and Statutory funders portfolio, to ensure development of funding proposals and timely reapplications of existing funding. Contribute to existing master prospect pipeline detailing existing and future applications, to effectively manage deadlines, identify future grant prospects, and manage required resources effectively.
- c) Keep abreast of the fundraising environment to identify new funding opportunities within the mental health and VAWG themes e.g. by using BidStats, Funds Online etc, undertaking regular prospecting and building new relationships. Maintain the existing comprehensive master sheet of prospects, identify new opportunities and ensure a healthy pipeline of funding.

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- d) Support the development and implementation of the annual fundraising strategy and a pipeline for applications across related income streams e.g. Corporate Foundations and Major Donors, working with the HoF.

2. Bid writing, grant management and reporting

- a) Ensure that all funding applications/tender submissions /proposals /asks are researched, developed, and are presented to the highest quality standard with all relevant and appropriate information requested, including budgets and statistical client/service data, building strong and appropriate proposals to deliver our strategy.
- b) Create compelling and insightful monitoring reports that include remaining funding needs to increase opportunities for repeat funding. Maintain oversight and accurate records to ensure timely submission of funder reports and applications utilising Excel, Word, Outlook and Donorfy as required.
- c) Work with the Fundraising, Services, Finance, and Data teams as well as the CEO (as required) to steward grants effectively and liaise with wider Woman's Trust teams to ensure grant and contract outcomes are communicated to ensure funder outcomes are met.

3. Relationship management, partnerships and communication

- a) Develop mutually beneficial relationships with key funders through the production of regular updates, impact reporting, stakeholder meetings and activities to illustrate funding needs, including via face-to-face and online presentations, events, sharing briefing and newsletters, informal communication. Ensure that all fundraising queries are responded to promptly.
- b) Together with the CEO and HOF, develop key sector partnerships with voluntary organisations, attending external meetings, preparing relevant budgets and project submissions and maintaining accurate records on Donorfy. Develop and support appropriate partnership bids with other service providers liaising with key personnel and updating the service team as required.
- c) Utilise existing fundraising/marketing materials including proposal templates, signed off service budgets, funder FAQ document to communicate funding need and the impact of services. Work with Communications function on a quarterly funder newsletter.
- d) Ensure appropriate stewardship of funders through thank you letters, reporting and updates as required.

4. Team management and coordination

- a) Support the management of the fundraising team, to achieve its aims and objectives.
- b) Support coordination and maintenance of all systems and record-keeping relevant to the fundraising function, ensuring that confidential files are properly secured e.g. on Donorfy and on SharePoint.

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- c) Support other members of the fundraising team in timely and effective reporting by maintaining template reports that can be utilised for multiple funders.
- d) Support organisational awareness of key strategy, development and research relevant to domestic abuse.
- e) As we grow the team, an opportunity may arise for this post to line manage a Fundraiser in future.

1. General Duties

- At all times protect the safety and security of WT and service users, staff, volunteers, and all those in the work of WT, WT premises and the confidentiality of records and other information;
- Uphold the rights of women, children and young people who have experienced domestic violence and abuse;
- Adhere to Safeguarding Children and Adult policies, Health & Safety and Equal Opportunities policies;
- Adhere to the terms of relevant legislation, especially in respect of Safeguarding Children and vulnerable adults, Equality & Diversity, Employment and Health and Safety; and also keep updated of any changes or proposed changes in relevant legislation, policy and practice;
- Undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected
- Attend and participate in staff away days.
- Undertake training as agreed at supervision sessions.

Safeguarding Children and Vulnerable Adults

- Participate in the work of safeguarding children and vulnerable adults, following WT policies and procedures, and the policies and procedures of the Local Children and Adult Safeguarding Boards.

Contribute to the high-performance and work of the Fundraising Team

- 4.1 Proactive in engagement and building positive relationships with key stakeholders internally & externally.
- 4.2 Tenacious and proactive approach to day-to-day work responsibilities
- 4.3 A commitment to working within Woman's Trust's ethos
- 4.4 Sensitivity to the needs of clients and commitment to working to empower

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women survivors of VAWG

- 4.5 A commitment to anti-discriminatory practice and a willingness to implement Woman's Trust's Equal Opportunities policy at all levels

Values, Behaviours & Competencies

- Committed to the purpose of WT, ensuring that the Survivor is at the heart of service delivery and development
- Understands the feminist framework of the VAWG sector and is committed to fostering innovation and continuous improvement in working practice
- Flexible and open to new challenges, ideas and experiences, and able to be self-reflective
- Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work
- Non-judgemental with a commitment to self-care within the team
- Collaborative, building relationships with internal and external partners.
- Non-judgemental with a commitment to self-care within the team and wider organisation

OTHER:

1. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

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Agreement to Job Description by candidate accepting the job offer:

In accepting the offer of employment by WT, I agree to work to this Job Description and understand that this may change to reflect changing requirements of this role.

Name:	Signature:
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Date:	Start date:

FEMVA

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PERSON SPECIFICATION – Trusts & Statutory Fundraising Manager

A	Application areas will be used to shortlist
I	Tested at Interview Stage
T	Test

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for each of the Person Specification criteria.

Experience	<ul style="list-style-type: none"> • Minimum of 2 years Trusts and Foundation fundraising experience • Experience of securing at least 5-figure multiple-year grants/contracts/awards. 6 figure multiple-year grants desirable/preferred. • Effective account management and stewardship experience • Experience of line management (Desirable)
Knowledge and Understanding	<ul style="list-style-type: none"> • Awareness and understanding of domestic abuse issues including its effects on women and children • Understanding of the issues of confidentiality and record-keeping and the ability to put this into practice • Understanding and awareness of anti-discriminatory issues and practice • Knowledge of institutional donors, foundations and grant making charities and organisations relevant to domestic abuse (VAWG), social care, and/or mental health setting (Desirable) • Knowledge and experience of the financial and legal requirements of a medium sized charity (Desirable)

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<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Excellent interpersonal and effective forward planning skills • Excellent numerical and financial analysis skills • Excellent research skills and ability to understand and distil complex information quickly and accurately • Ability to propose, initiate and implement new ideas/projects/case for support • Highly effective organisational skills and ability to work independently and utilise own initiative – prioritising work, setting and meeting targets and deadlines • Ability to critically evaluate own work paying close attention to detail, effectively managing multiple work activities and resources • Ability to use the Microsoft Package (Word, Outlook, Excel, PowerPoint) and Donorfy or another CRM • Ability to work flexibly and maintain momentum in response to unsuccessful applications
<p>Qualifications</p>	<p>N/A</p>
<p>DBS/Police clearance</p>	<p>A basic DBS clearance is required for this role. Police vetting Clearance may also be required.</p>