

Grants Fundraising Officer

Hours: Part-time, 17.5 hours per week, flexible*

Salary: £30,000 FTE pro rata plus 5% auto-enrolment pension contribution

Length of contract: 1 year, with the possibility of renewal

Accountable to: Communications and Fundraising Manager

Location: working from home or in the WRW office near Old Street (depending on the situation caused by the pandemic, the wishes of the post holder and the needs of the organisation)

**We will consider a self-employed/freelance arrangement for the right candidate*

Job Description

Main purpose of the role

To build upon WRW's strong track record of gaining support from Trusts and Foundations, including researching prospects, making applications, ensuring that we can meet our reporting requirements and supporting our Director to maintain excellent relationships with funders and our Finance Executive to ensure all restricted funds are properly accounted for.

Responsibilities

Achieve income targets through supporting excellent relationships with existing funders, and by researching and developing potential new funders

- Actively maintain and grow a portfolio of grant funders and deliver a robust trusts and foundations fundraising programme;
- Undertake prospect research into new funding areas;
- Take the lead in developing high quality grant applications and gathering input from colleagues to ensure outputs are well-considered and in-line with our organisational strategy;
- Work closely with the Finance Executive to identify funding priorities and gaps and to prepare application budgets;
- Support the Director to cultivate and maintain relationships with key contacts to facilitate successful applications, deliver effective stewardship and reporting;
- Ensure that all grant fundraising queries are responded to quickly;

- Plan and host visits/meetings with current and prospective funders, including meetings with senior team members, as appropriate;
- Working closely with colleagues across the charity, prepare timely and accurate reports and updates for funders and ensure all those who need to contribute information have sufficient notice of approaching deadlines;
- Understand how to monitor and evaluate the delivery of commitments made to funders, and work closely with colleagues to ensure that monitoring data is being collected in a timely and accurate way and that evaluation frameworks meet the needs of funders;
- Support the Finance Executive in producing accurate budgets and expenditure reports where needed;
- Maintain and develop WRW's trusts and foundations fundraising work plan, and a timetable of deadlines, ensuring all information is accurate, up-to-date and well organised.

Strategy

- Contribute to the development of the organisational fundraising strategy, with a specific focus on grants income;
- Work with the Communications and Fundraising Manager and Finance Executive to plan, implement and measure impact of trusts and foundations fundraising strategies;
- Regularly report on fundraising outputs or the impact of particular fundraising initiatives to the staff and trustees;
- Keep up-to-date with trends in grant fundraising opportunities and best practice and recommend changes to our funding strategies.

Other

- Build supportive relationships with colleagues and directly with the refugee women in our network in order to be able to effectively communicate our work to funders;
- Contribute to the general morale and direction of WRW by participating in team meetings, helping to support other staff in their work and contributing ideas and feedback across the whole organisation;
- Undertake other duties and responsibilities as the Communications and Fundraising Manager and Director may from time to time request. WRW is a small team and all staff are occasionally called upon to support the work of colleagues.

Grant Fundraising Officer

Person specification

Essential

- Demonstrable experience in and understanding of fundraising from trusts and foundations, including research, applications and reporting;
- Demonstrable experience of securing income for charitable activities from trusts and foundations;
- Good working knowledge of major UK funders in migration, human rights and grassroots empowerment;
- Experience of developing and working to a sustainable fundraising strategy for trusts and foundations;
- Experience of monitoring and evaluating the delivery of commitments made to funders;
- Ability to write persuasive content and communicate effectively in-person to encourage support;
- Excellent attention to detail and accuracy;
- High standard of computer literacy (Microsoft Word, Outlook, Excel, PowerPoint, databases);
- Ability to work calmly in a busy working environment with competing demands on your time;
- Good interpersonal and team-working skills, combined with an ability to work independently and seize opportunities;
- Commitment to WRW's values of social justice, intersectional feminism and anti-racism.

Desirable

- Up-to-date understanding of refugee issues and in particular the issues affecting refugee and asylum-seeking women in the UK;
- Personal experience of migration or seeking asylum;
- Experience of working for a charity or other non-profit organisation;
- Understanding of data protection regulations;
- Experience in using a donor management database/CRM (we use Donorfy);
- Budgeting and finance skills and experience.

WRW particularly welcomes applications from individuals with lived experience of migration or seeking asylum.

About Women for Refugee Women

WRW is an organisation committed to challenging the injustices experienced by women who have sought asylum in the UK. Our vision is that women who seek asylum should be able to live in safety, dignity and liberty.

We currently work in three main ways: to empower refugee women to tell their own stories; to communicate the experiences of refugee women to wide audiences, and to advocate for policy change and a fairer asylum process.

At WRW, every team member is valued, and everyone is supported to carry out their role effectively. We encourage staff members to take up training opportunities to develop their skills, all staff members are able to access a comprehensive Employee Assistance programme including individual counselling support if desired, and we enable staff members to work flexibly, including the potential to work some of their hours from home, according to individual preferences. We try to ensure that WRW provides a supportive environment where individuals can grow and develop their roles in line with our values and vision.

WRW is a small organisation working in a challenging area, and all staff are expected to work flexibly on a variety of initiatives and tasks. The job description or lines of reporting might also be revised if changes in organisational funding or strategy necessitate changes in the terms and conditions of employment.

How to apply:

To apply, please write to joinus@refugeewomen.co.uk by 11pm on Sunday 14 March 2021 with:

- Your CV;
- A covering letter explaining why you want to work with WRW and how you meet the person specification;
- A completed diversity monitoring form (this will not affect or be linked to your application form) – available to download here: www.refugeewomen.co.uk/wrw-diversity-monitoring-form;
- A one-page written case for support addressed to a small family trust that had got in touch to find out more about our work.

Interviews will be held on Thursday 18 March 2021 on Zoom, and only shortlisted candidates will be contacted.