



An exciting job opportunity at Cardiff Women's Aid (CWA) for someone who is looking to make a real difference. We are a women's equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to get involved. This role will help CWA to go to the next level, would you like to be part of our journey?

*We have a generous benefit package.*

- *Generous Annual Leave Package Totaling 33 Days (Inclusive of Bank Holidays)*
- *Pension*
- *Life Assurance*
- *Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work*
- *Flexi Working*
- *Paid Company Sick Pay & Emergency Dependent Leave*
- *Living Wage Employer*

<b>Job Title:</b>	Trusts and Foundations Grant Officer (Post open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.)
<b>Salary:</b>	£25,000 per annum
<b>Hours:</b>	Full time
<b>Working Pattern:</b>	35 hours, flexibly between 9am-7pm, Monday-Friday, with occasional weekends.
<b>Contract Type:</b>	Permanent (Subject to funding)
<b>Location:</b>	Cardiff Women's Aid Head Office, Cardiff
<b>Responsible to:</b>	Business Development and Fundraising Director
<b>Department:</b>	Business Development and Fundraising
<b>Context of the Job:</b>	Cardiff Women's Aid (CWA) delivers a trauma-informed and specialist service to women and children through a

range of delivery mechanisms including specialist risk and needs assessments, individually tailored support packages and group work. We provide crisis support, aftercare and recovery services, and early intervention and prevention work.

**Purpose of Job:** As Trusts, Foundations and Grants Officer you will support the delivery of our vision by growing our portfolio of Trusts and Foundations, crafting exceptionally high quality and persuasive applications and managing all successful and existing grants.

***This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.***

## **Main Duties:**

### Developing Opportunities

- Proactively identify and research new Trusts and grant-makers and define a strong restricted and unrestricted funding pipeline.

### Income Generation

- Work with the Business Development Director to identify opportunities for trust fundraising, developing robust and compelling propositions in line with strategic objectives.
- Work closely with colleagues across the organisation to prepare and craft high quality, targeted applications for restricted and unrestricted income across our portfolio.
- Analyse and adapt complex information to demonstrate how proposals meet funders' requirements.
- Manage the application submission process.
- Support the Business Development Director and CEO in building and maintaining long-term relationships with new and existing funding/grant making officers/managers.

### Grant management

- Manage all successful and existing grants.

- Monitor submitted applications and keep service leads informed of developments.
- Complete administrative tasks following the outcome of funding applications.
- Undertake fundraising administration tasks.

### Reporting

- Work closely with service leads to ensure they are capturing the necessary outcome and impact data for reporting requirements.
- Assist and provide input into the regular review of progress against agreed targets.
- Lead in the completion of grant reporting working with service leads to write timely, detailed reports to funders in line with their stated requirements.
- Contribute data and information for internal and external reports.

### Marketing

- Support the development and delivery of fundraising communications e.g., case studies and photographs, supporter newsletters, and digital content and resources to support activities, campaigns and events.

### Supporting the fundraising function

- Support the Business Development Director and others to review, develop, and deliver a portfolio of fundraising activities, events and campaigns.
- Contribute to the review of the organisation's fundraising action plans. Contribute to the development of staff enabling them to submit good funding applications.
- Collaborate with colleagues across the charity to improve organisation-wide engagement in fundraising and ensure all external activities are assessed for their fundraising potential.
- Assist in keeping the fundraising area of website updated.
- Help find ways of better utilising our CRM for fundraising purposes.
- Represent the work of CWA at public and other events, where necessary delivering presentations.
- Ensure that fundraising is undertaken in line with fundraising regulations and that donations are processed in line with our ethical fundraising policy.

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way

and tasks which are not specifically covered in their job description may have to be undertaken.

## **Person Specification**

### Qualifications

- No formal qualifications are required for this role.

### Essential Experience

- Experience of securing income from grant-giving Charitable Trusts or statutory sources, or of working in a similar setting.
- Experience of effective prospect research for grant-giving charitable trusts
- Experience of independently writing a compelling and persuasive argument to secure funding from a small or medium size Trusts or Grant givers (or similar body)
- Experience of using a CRM database to store and evaluate supporter data.
- Experience of developing engaging communications and information resources.

### Desirable Experience

- Experience of networking and relationship management
- Experience of working to targets.
- Experience of developing fundraising plans.
- Knowledge of fundraising regulation and data protection.
- Understanding of ethical fundraising processes.
- Experience of working in a charity.
- Experience of VAWDASV.

### Essential Skills

- A strong verbal and written communicator with good presentation skills.
- Strong numerical ability.
- Ability to analyse complex information and present this in an engaging way.
- Ability to build a compelling argument.
- Ability to work accurately, including when under pressure.

- Ability to work with non-fundraising staff and translate their ideas into fundraising applications.
- Ability to gather and evaluate data for reports with excellent attention to detail.
- Highly computer literate and proficient in word processing, spreadsheets and databases, email and Website technology.
- Willingness to travel and work occasional weekends and evenings as required.
- Strong interpersonal skills.

#### Desirable Skills

- Able to work alone and as part of a team.
- Able to build and maintain good working relationships with supporters and colleagues.
- Able to prioritise, plan and organise own workload.
- Commitment to anti-discriminatory practice and equal opportunities.

You are required to demonstrate these on your application form. Please provide an example of work you have undertaken where you have demonstrated this skill.