

SMART WORKS

FUNDRAISING AND

PARTNERSHIPS

MANAGER

ROLE DESCRIPTION



ABOUT SMART WORKS

Smart Works is a female employment charity that dresses and coaches women for interview and job success. Our purpose is to inspire and empower all women who need help getting into work. We listen to our clients and use the power of high-quality clothing and one-to-one coaching to help them see their true potential and succeed at interview.

After visiting Smart Works, 72% secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Glasgow, Birmingham, Newcastle, Reading and Leeds. Over the past eight years, Smart Works has helped over 20,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

This is a hugely exciting time for Smart Works Birmingham as we embark on our Three-Year Plan to double the number of women we help by 2025.

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

ABOUT THE ROLE



We are looking for a focused, creative, and forward-thinking individual to join our team and ensure the long-term future of Smart Works in Birmingham. The role requires a self-starting and proactive approach, excellent communication and networking skills and experience in generating income.

The Fundraising and Partnerships Manager will have responsibility for all aspects of fundraising for Smart Works Birmingham, reporting into the Chairwoman of the Board of Trustees.

The role will be varied and fast paced, with responsibility for leading on the current strategy and building the design and delivery of the future Smart Works Birmingham's annual fundraising strategy with events, corporate partnership management and community fundraising. The role holder will be able to understand and speak to the financial position of the Charity, and work collaboratively with the Treasurer when developing future financial forecasts.

The role would be based in the Birmingham centre, and there will be occasional evening and weekend work as the role holder will provide key events support.

Smart Works Birmingham has an umbrella organisation, Smart Works Charity based in London, and there will be some travel to London and liaison with the HQ team to support induction, training and participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.

DUTIES AND RESPONSIBILITIES

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

- Managing corporate relationships and associated fundraising, building excellent relationships to forge new partnerships and generate income.
- Maintaining an up-to-date database with relevant income tracking and pipeline information, and supporting on future financial forecasts for reporting to the Board of Trustees.
- Leading and running fundraising events for Smart Works Birmingham, including fashion sales, network events and third-party events.
- Using our existing grant funding networks, plus also identifying new appropriate grant opportunities, support our bid writer to ensure that monitoring and reporting of progress to funders is both timely and sufficient.
- Managing our community fundraising campaigns such as Cycle for Smart Works and The Big Give or similar.
- Representing Smart Works Birmingham when working with a diverse range of stakeholders including corporate and retail audiences, grant providers and our fundraising volunteers.

The successful candidate will build strong working relations with our staff team, Chairwoman and Board of Trustees, as well as the team at Smart Works HQ. We are a community that shares a passion to empower women to thrive in work and life, determined to meet our aim of helping as many women as we can back into work.



SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

- A proven track record in arranging and managing events.
- A proven track record of working with funding applications and strategies and generating income from a variety of sources is a benefit but not essential if other transferable skills can be demonstrated.
- A detailed understanding of the fundraising landscape in the West Midlands would be a benefit but not essential given our existing knowledge.
- Proven ability to manage relationships across varying levels of seniority and sectors.
- Outstanding interpersonal, communication and presentation skills.
- Target-driven, with excellent organisation and time management skills.
- Creative approach to problem-solving with an entrepreneurial attitude towards fundraising.
- Willingness to work as part of a dynamic team.
- Self-starter with a strong track record in being proactive and flexible.
- Confidence when working with financial forecasts.
- Ability to prepare written reports for the Board of Trustees, and Smart Works HQ.

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the Charity's needs with the skills and experience of candidates. These decisions are made irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or believe, or sexual orientation. We are keen to encourage a diverse range of perspectives, skills, experience, and knowledge within Smart Works.

GENERAL DUTIES OF A SMART WORKS STAFF MEMBER

- Represent the charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team.
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions.
- Adhere to our policies and procedures and be an ambassador for our charity.
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.

BENEFITS, TERMS AND CONDITIONS

- 30 – 40 hour per week, based in the centre of Birmingham.
- Monday-Friday with typical working hours 9 am -5 pm. Happy to discuss flexible working at the interview.
- Reporting to the Chairwoman of the Board of Trustees.
- Salary of £28 - £33k depending on experience.
- 25 days annual leave excluding Bank Holidays, with discretionary leave at Christmas.
- Positive, supportive working environment with opportunities for practical training and progression.
- All successful applicants must provide references and complete a Basic DBS check, and must have a full driver's license and access to a car.

HOW TO APPLY

To apply, please submit a CV, cover letter (no longer than two pages) and our [Equalities Monitoring Form](#) to recruitment@smartworks.org.uk by Wednesday 4th January 2023.

Your application should be addressed to Laura Dalby. First round interviews will be held week commencing 9th January 2023

**GOOD LUCK AND WE CAN'T
WAIT TO HEAR FROM YOU**

