



JOB DESCRIPTION:

TRUSTS AND FOUNDATIONS MANAGER

Reports to:	Executive Director
Salary:	£35 - £37k, pro rata DOE
Pension:	3% employer and 5% employee pension contribution
Working Pattern:	Part-Time, 24 hrs per week, Mon-Fri
Contract type:	12 months fixed term
Holiday Entitlement:	17 days per year/ plus public & bank holidays
Employer:	The WOW Foundation
Place of Work:	<p>The WOW team is currently working remotely but the office is based in London. This role could be done remotely if required and all reasonable flexible working requests will be considered.</p> <p>WOW will consider job share applications - either from two candidates who choose to apply for the role together via a shared application or a single applicant.</p>

ORGANISATIONAL OVERVIEW

The WOW Foundation was established in May 2018 to run the activities of WOW - Women of the World. WOW is dedicated to building, convening and sustaining a movement of people of all genders who believe a gender equal world is both desirable and possible. The WOW Foundation produces festivals, events and programmes independently and in partnership - they are catalysts for change, celebrating what women, girls and non-binary people have achieved, having frank conversations about the obstacles that still exist and creating solutions together.

The first WOW Festival took place in 2010 and numerous further festivals have been held since then across six continents and in different regions of the UK. The WOW Foundation became independent in 2018 in order to further build and extend the WOW movement. We currently have festivals in many parts of South Asia, Australia, USA, Turkey, Brazil, as well as ongoing plans in Rotherham, Manchester, and Scotland.



Since Coronavirus changed the way we live and work in early 2020, The WOW Foundation has pivoted its work to become digital producers, creating online programmes independently and in partnership.

The WOW Foundation is a small team that relies heavily on positive colleague relationships, good communication, and the ability to raise any issues early in a positive and constructive manner.

ROLE OVERVIEW

This is a brand new position, supporting WOW's fundraising team to reach ambitious income targets and generate essential funds to support an annual programme of UK festivals, events and creative projects.

The successful candidate will play a crucial role in building the profile and support for WOW's global movement.

WOW currently receives core funding from corporate partnerships (Bloomberg and Mastercard) and a growing network of individual philanthropists. The WOW Foundation has received a 3-year grant from Esmée Fairbairn Foundation which comes to an end in 2021. We have an ambitious target of £100k annually from Trusts & Foundations fundraising and are looking to build new partnerships in this area to support WOW's core and project-based work.

The ideal candidate will be an experienced Trust & Foundations Manager with sound knowledge of the current environment for public funding opportunities for projects based in the UK. They will have a track record of successfully identifying and delivering Trusts & Foundations support within the social justice, arts and creative impact sector. They must be confident in managing the cultivation and stewardship of new public funding opportunities and able to clearly communicate WOW's case for support to a wide range of funders.

The successful candidate will work closely with WOW's Development Manager to develop a Trusts & Foundations strategy, including researching new funding opportunities, submitting applications and reporting on progress both externally to funders and internally to inform WOW's learning.

The ideal candidate should be passionate about WOW's core mission and excited to work with a small team to build this area of support for the charity.

RESPONSIBILITIES



- Lead strategy and delivery of WOW's Trusts and Foundations income target, building a robust strategy for growth in this area
- Create and manage a Trusts & Foundations Database, listing tailored research, up to date funding deadlines and key information relevant to WOW's core projects
- Prepare and submit funding applications responding to WOW's core programme
- Work closely with WOW's programming team to develop project specific funding applications
- Conduct regular meetings with WOW's Development Manager and Finance Manager to track recent income & expenditure
- Feed all relevant funding updates and recent communication into the shared Fundraising Income Pipeline and CRM database
- Work closely with WOW's Senior Producer to manage project budgets
- Prepare reports and fundraising updates for quarterly board meetings
- Ensure funders' expectations are met and key reports on project progress are delivered on time
- Ensure the wider WOW team are aware of all successful grant Terms & Conditions and evaluation expectations in order to fulfil contractual obligations and grant requirements
- Maintain meticulous funder history and opportunity records and files
- Meet regularly with the WOW team to keep up to date with upcoming events and project campaigns
- Deliver high quality and tailored stewardship for long-term strategic funders
- Maintain a working and up to date knowledge of the arts sector and current gender equality initiatives in the UK and globally

PERSON SPECIFICATION

ESSENTIAL

- Interest in the arts, the work of WOW and a passion for gender equality
- Experience of securing high-value funding from a wide range of Trusts & Foundations across the cultural and/or social justice sector
- Excellent written and verbal communication skills, tailored for a variety of different audiences
- A good knowledge of the grant application process; seeing projects through from conception to final reporting
- Experienced in managing stakeholder needs and delivering to grant requirements
- Experience of working as part of a team; ensuring clear communication to deliver shared objectives across different departments
- Ability to handle multiple projects simultaneously and to produce high-quality written work, responding efficiently to changing priorities
- Ability to work well independently
- Be committed to work towards and meet strict fundraising deadlines



- High level of attention to detail
- Positive attitude and a 'can do' approach
- Be committed to achieving high standards with the resources available

DESIRABLE

- Experience using Salesforce (or other similar CRM systems)
- High-level administrative skills
- Creative, innovative and solutions focused
- Experience in evaluation and measuring organisational impact
- Knowledge of international grant-giving organisations

This job description is a guide to the nature of the work required, not an exhaustive list of duties. WOW may, at any time, allocate other tasks which are of a similar nature and level.

HOW TO APPLY

Please send a CV plus a covering letter (no more than two pages) or a video (no more than three minutes) outlining why you are a good candidate for the role to recruitment@thewowfoundation.com by 5pm on 1st July 2021. We also ask applicants to complete an anonymous Equality and Diversity Form [here](#). Please note that you are not obliged to complete any or all sections of this form.

WOW will consider job share applications from two candidates who choose to apply for the role together via a shared application.

Interviews will take place on 7th July on Zoom, where possible.

At The WOW Foundation we believe that collective contribution inspires a better, healthier and creative world. That is why it is at the heart of everything we do. We know that our differences enrich every part of our organisation and those we engage with, and create a culture based on equality of opportunity. We're committed to creating an environment of mutual respect where equal employment opportunities are available to applicants without regard to race, religion, sex, pregnancy status, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, and any other characteristic protected by applicable law.



We aim to drive positive engagements that create and foster a diverse and inclusive environment and we seek to recruit, develop and retain the most talented people from a diverse pool of candidates.

We believe that we must recruit the best person for the job and that discrimination sometimes prevents this from happening. We recognise that because of systematic inequality, some people may have missed out on chances to gain experience. WOW operates a guaranteed interview scheme for any applicants who meet the job specification and declare a disability in their covering letter/video application. We will provide any relevant support required for interviews, for example BSL interpreters or captioning, upon request.

Candidates will be selected based on merit, however in the event of a tie or two equally matched candidates we will select the candidate with lived experience of the issues, communities and causes WOW is seeking to address through our work and festivals. We are an organisation that welcomes everyone and it is important to note that the intersections of your identity will not increase or affect the amount of labour (both work labour and emotional labour) you are asked to do. If you wish to draw on your own lived experiences that will be both encouraged and supported, but it is not nor ever will be a prerequisite of this role.

Start Date: At your earliest availability