



Job Description

Job Title	Fundraising Coordinator (Part-Time)
Responsible to	CEO
Direct reports	N/A
Working pattern	18 to 22.5 hours per week (flexible – to be agreed with CEO)

This role is responsible for growing sustainable, values-led income for Berkshire Women's Aid. You will develop and deliver fundraising activity that balances community warmth with strategic ambition — ensuring we can continue and expand our support to survivors.

This is a hands-on role for someone who enjoys building relationships, spotting opportunity and turning goodwill into long-term support.

What will you do?

Key responsibilities

Fundraising Strategy & Delivery

- Develop and deliver a fundraising plan covering community, individual and small-scale corporate giving
- Grow regular giving and supporter retention
- Lead on seasonal appeals and key fundraising moments
- Identify and develop new income opportunities aligned to our mission and capacity
- Maintain accurate, consistent, up-to-date and GDPR-compliant record-keeping in relation to all supporter relationships, donations and correspondence

Community & Events Fundraising

- Support and inspire community fundraisers, supporters and volunteers
- Build relationships with schools, local groups and community organisations
- Represent Berkshire Women's Aid at local events and networking opportunities, including through the delivery of talks
- Develop simple, engaging fundraising packs and resources

Corporate & Partnerships

- Support the development of corporate fundraising relationships
- Create clear, compelling propositions for businesses wishing to support BWA



- Steward corporate supporters to build longer-term partnerships
- Support and communicate with our regular donors on an ongoing basis, and encourage them to explore new ways of supporting us over time, including through making a major gift, introducing Berkshire Women's Aid to their employer or making a legacy pledge.

Supporter Care & Reporting

- Ensure excellent supporter experience and communication
- Maintain accurate fundraising records and reporting
- Monitor income and provide clear updates to the CEO and trustees
- Ensure compliance with fundraising regulation and best practice

Collaboration

- Work closely with the Media & Communications Coordinator to align fundraising messaging and campaigns
- Collaborate with service teams to ensure fundraising reflects real impact and need.
- Develop an annual events calendar of event invites and other updates, working with the wider staff team.
- Working with volunteers to manage the coordination on non cash donations

This list is a guide to the tasks of the role not exhaustive. We need someone in this role to respond flexibly to the needs of our services to survivors.

Person Specification	Essential or Desirable	Assessment Method*
• Experience in fundraising (paid or voluntary)	E	A/I
• Strong relationship-building skills	E	I
• Confident communicator, written and verbal	E	A/I
• Organised, proactive and comfortable managing multiple priorities	E	I
• Commitment to the values and mission of Berkshire Women's Aid	E	A/I
• Experience in community or individual giving	D	A/I
• Understanding of fundraising compliance and best practice	D	A/I
• Experience working within a small charity environment	D	A/I

***Assessment method:**

A: Application I: Interview

Notes

- 1) This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.
- 2) Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

The purpose of this safeguarding policy statement is:



- to protect children and young people who receive BWA's services from harm. This includes the children of adults who use our services
- to protect vulnerable adults who receive BWA's services from harm.
- to provide staff and volunteers, as well as children and young people, vulnerable adults and their families, with the overarching principles that guide our approach to safeguarding.
- This policy applies to anyone working on behalf of BWA including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.