



Gilgal Birmingham

JOB TITLE	Grants and Trusts Manager
REPORTS TO	CEO
HOURS	3 days (22.5)
SALARY	£35,000 – £40,000 FTE (pro rata £21,000 – £24 000 depending on hours and experience)
BASED	Birmingham – Hybrid & Remote working considered

Gilgal Birmingham (Gilgal) is a specialist Domestic Abuse Service providing both safe refuge accommodation and community-based support for women and children at risk of, or experiencing, domestic abuse and their children.

We offer short-term emergency refuge accommodation alongside a growing range of outreach and community support services, helping women to rebuild their lives, access safety, and develop independence.

Purpose of the Role

As Grants and Trusts Manager at Gilgal Birmingham, you will play a pivotal role in securing income to sustain and grow our services supporting women and children affected by domestic abuse.

You will lead on grants, trusts, and tender/bid applications, while also contributing to aspects of corporate fundraising and partnership development.

You will work closely with the CEO and Senior Management Team (SMT) to identify, apply for, and manage funding opportunities that align with our strategic goals.

This is a role for a strategic thinker and self-starter—someone who can own the full fundraising lifecycle, from prospect research and bid writing to reporting and relationship management.

Key Responsibilities

1. Strategy and Planning

- Work with the CEO to implement Gilgal's Fundraising and Income Generation Strategy.
- Lead on developing and maintaining the pipeline of funding opportunities from trusts, foundations, statutory sources, and corporate partners.
- Prepare a rolling income generation plan with clear timelines and targets for bid submissions.
- Support the CEO in identifying strategic opportunities for partnership bids and collaborative tenders.

2. Grants and Trusts

- Research and identify suitable funding opportunities, ensuring a strong match with Gilgal's services and priorities.
- Develop high-quality, compelling funding proposals with clear outcomes, evidence-based need, and robust budgets.
- Coordinate input from service leads and finance to ensure applications are accurate, compliant, and deliverable.
- Manage the full bid lifecycle — from identification and submission to monitoring and evaluation.
- Maintain an accurate funding tracker, including deadlines, progress updates, and reporting requirements.

3. Relationship Management

- Build and nurture strategic relationships with existing and potential funders, trusts, and commissioners.
- Provide timely updates and maintain open communication with funders to enhance long-term partnerships.
- Attend meetings, briefings, and events relevant to funding and partnership development.

4. Reporting and Monitoring

- Produce reports for funders and stakeholders that demonstrate impact through both narrative and data. Working with Project Officer.
- Work with colleagues to collect and analyse evidence of outcomes for use in bids, reports, and evaluation documents. Analyse patterns and outcomes of successful and unsuccessful bids to identify trends. Use these insights to strengthen future funding approaches.
- Support the CEO and Finance Director in aligning budgets with grant conditions and funding requirements.
- Contribute to bi-monthly Funding Overview Reports and Income Generation Plans for the Board and Finance Sub-Committee.

5. Corporate and Individual Fundraising Support

- Support the CEO in developing and managing relationships with corporate partners and donors.
- Contribute to and support other fundraising initiatives as necessary.

6. Other Responsibilities

- Uphold confidentiality and data protection in line with Gilgal's policies and the Data Protection Act.
- Promote equality, diversity, and inclusion across all aspects of the role.
- Support organisational planning, evaluation, and policy development.
- Contribute to the culture of collaboration and continuous improvement across Gilgal Birmingham.
- Undertake any other duties reasonably requested by the CEO.

Special Conditions

Due to the nature of the work, this post is only open to applications from women and is covered by a Genuine Occupational Requirement (Schedule 9 Equality Act 2010).

All Appointees are subject to a full DBS check.

All appointments are made subject to satisfactory References and DBS Police check.

All Appointees must abide by the Gilgal Terms and Conditions, Code of Conduct and Confidentiality Policy.

Person Specification

Essential	Desirable
Demonstrable, strong track record in trusts and grants fundraising, with the knowledge and skills to perform at this level	Membership of the Chartered Institute of Fundraising or equivalent
Evidence of continued professional development in fundraising, bid writing, or grant management	Experience using CRM or fundraising databases

Essential	Desirable
Proven experience in grant writing and bid management within the charity or public sector	Experience of working in the domestic abuse, housing, or social care sectors
Strong understanding of trust, foundation, and statutory funding landscapes	Experience with corporate fundraising or CSR partnerships
Excellent written communication and persuasive writing skills	Knowledge of impact measurement and theory of change frameworks
Highly organised with the ability to manage multiple deadlines	Existing knowledge of funders either local to Birmingham/West Midlands and/or with an interest in domestic abuse
Financial literacy and ability to prepare project budgets	
Collaborative, flexible, and motivated approach to work	

Ready to lead with purpose?

Apply today and be part of a mission that matters.

Please send your CV and cover letter direct to finance@gilgalbham.org.uk.

Applications close on Monday, 15th December.

To find out more about the work Gilgal do, visit www.gilgalbham.org.uk