



The Dash Charity Grants and Fundraising Associate Role Description

Reports to: Head of Finance & Operations

Hours of work: 0.8 FTE (28 hours per week - flexible)

Location: Maidenhead (office-based with some home-working by agreement with line manager)

Salary: £40,000 p/a (pro rata)

Term: Six-month contract

Holidays: 25 days (pro rata)

About The Dash Charity:

The Dash Charity (Domestic Abuse Stops Here) has been supporting individuals experiencing domestic abuse in Berkshire and Buckinghamshire for 48 years. Our programmes empower women, children, and men to recognise the tactics of abuse, break the cycle, and take back control of their lives. We also provide safehouses that offer sanctuary to those escaping violence. Join a motivated, friendly team committed to making a difference in the lives of vulnerable people.

Role purpose

As a Grants and Fundraising Associate, your key responsibility will be to maximise income from charitable trusts, foundations, and statutory sources towards income targets of £500k+ per annum. You will produce compelling applications, proposals, reports, and research profiles, and provide outstanding stewardship to our donors. You will work collaboratively with the team, contributing to the overall fundraising strategy while managing your workload independently.

Under the general direction of The Dash Charity to undertake the duties of Grants and Fundraising Associate, as specified below, on behalf of The Dash Charity. To work within the aims, policies, guidelines and practices of The Dash Charity, paying particular attention to key areas of Safeguarding, Health & Safety, Confidentiality and Equal Opportunities.

Main Duties

- Develop and submit persuasive applications, proposals, and pitches to UK trusts, foundations, and statutory funders
- Conduct thorough research to identify new funding opportunities and build long-term relationships with donors.
- Support the organisation in achieving fundraising goals by actively contributing to the grants fundraising strategy.
- Assist in developing and coordinating events for trusts and major donors, as well as occasionally representing Dash at external meetings.
- Contribute to the development and implementation of an annual work plan and pipeline for the trust fundraising programme.
- Provide high-quality stewardship, ensuring timely feedback and reporting to funders.

Other Requirements

- To be a good team player and work constructively with colleagues and managers in all aspects of work.
- Follow the fundraising code of practice to meet the highest standard of supporter care.
- To undertake any training relevant to the position, including a thorough induction to the charity.
- To undertake any other duties as directed by the line manager that may reasonably fall within the scope of the post.
- To undertake ad-hoc projects as required by The Dash Charity Management
- Ability to work on own initiative, review workload daily and prioritise.
- To operate within clear professional and confidentiality boundaries and to work within The Dash Charity code of conduct
- To implement and adhere to The Dash Charity policies and procedures

Person Specification

Essential Knowledge, Skills and Experience:

- Proven experience in trust and statutory fundraising, with a track record of meeting income targets (essential)
- Proven ability to write successful and persuasive five-figure fundraising asks through applications to major grant giving organisations (essential)
- Strong knowledge of the trusts and statutory funding landscape, including potential supporters (essential)
- Ability to produce high-quality, persuasive proposals, reports, and presentations.
- Skilled in prospect research techniques and using research to identify suitable funding opportunities.
- Experience working with CRM databases, ideally Donorfy, with an understanding of data selection and nuances.
- Excellent team player with the ability to work autonomously and manage complex information effectively.
- Proven ability to make successful five-figure fundraising asks (essential)
- Knowledge of local community and/or local domestic abuse sector (desirable)