



SMART
WORKS

SMART WORKS GREATER MANCHESTER

Partnerships & Philanthropy Manager

Salary: £33,000-£36,000 depending on experience.

Contract: Permanent

Working pattern: Full time, 9am-5pm but open to flexible working.

Location: Manchester City, Smart Works Greater Manchester Centre, with some hybrid working possible.

Closing date: Midnight on Sunday 8th February 2026



ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 68% of clients secure a job, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading, Bristol and Leeds. Over the past ten years, Smart Works has helped over 50,000 women, and last year alone we reached 10,600 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In 2025 we launched our new 5 year strategy- we are aiming to build a future where every woman, at any stage of her career, can access trusted, personalised support to secure employment. We aspire to be local in feel, national in reach, shaped by the voices of women, valuing every story and every success.

More information about who we are can be found on our Smart Works website.





ABOUT THE ROLE

The Partnerships & Philanthropy Manager will lead all fundraising activity, including stakeholder partnerships and grant/trust income, overseeing a six-figure annual income portfolio. They will work with the Head of Smart Works Greater Manchester, the Events & Comms Lead, and the Board of Trustees to deliver the fundraising strategy, activity plan, manage the budget, and support the organisation's long-term sustainability.

Therefore, we are looking for an energetic, creative and forward-thinking individual to join our dynamic team and help secure the long-term future of Smart Works Greater Manchester (SWGM). The role requires a self-starting and proactive approach, excellent communication and networking skills, strong organisational abilities, experience in generating income, and a strong commitment to stewarding relationships with donors, partners and supporters.

The role will be based at our Smart Works centre in Manchester city. As part of the wider SWGM team, working as one team alongside our Stockport centre, where occasional flexibility to work from will be required, the successful candidate will take part in key Smart Works Greater Manchester events and networking activity, which will include some evening and weekend work.

Smart Works Greater Manchester is part of Smart Works Charity, with centres across the UK. As part of this network, the role will work alongside peers from across the charity through established peer working groups.

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. If you're passionate about supporting women, then this is an ideal opportunity for you.

DUTIES AND RESPONSIBILITIES

Reporting to Head of Smart Works Greater Manchester, the successful candidate will lead on a range of activities, including:

- Develop new and innovative ways to engage our stakeholder and supporter community, including managing Smart Works Greater Manchester's LinkedIn communications.
- Manage and steward pipeline opportunities across corporates, high-net-worth individuals, community partners and charitable trusts/foundations. Build on existing SWGM relationships, follow up on Trustee introductions, and develop prospects through your own networks. Ensure all interactions and partnership activity are accurately tracked and followed up to maximise engagement and secure annual income.
- Lead on the development and delivery of wider partnership activation plans across the charity, including corporate partner events, volunteering opportunities and tailored engagement activities.
- Work closely with the Events & Comms Lead on income-generating and community fundraising events, to deliver engaging digital content across various social media platforms and oversee event management from a stakeholder perspective to ensure excellent partner experience and strong fundraising outcomes.
- Manage our annual fundraising campaigns, such as Step Up for Smart Works, leading on stakeholder engagement ensuring maximum money is raised.
- Manage and recruit participants for third-party community fundraising events (e.g., marathons), providing high-quality stewardship and support.
- Lead the development and management of our grants and trusts pipeline, overseeing the full portfolio of funding applications. This includes researching, preparing, writing and submitting a range of bids, as well as managing follow-up correspondence such as thank-you emails, updates and other communications, including inviting key grant contacts to relevant events.
- Manage and monitor a six-figure fundraising budget, maintaining full oversight of income and expenditure, identifying risks and variances.
- Lead on stakeholder engagement through regular newsletters, including content planning, drafting and distribution, to strengthen relationships and drive ongoing involvement.
- Deliver financial activities to target, maintaining an up-to-date database with accurate income tracking, stewardship actions and pipeline data to support regular KPI and financial reporting to the Board of Trustees.
- Represent Smart Works Greater Manchester when working with a diverse range of stakeholders, acting as a confident and professional ambassador for the charity.
- Support the wider Smart Works Greater Manchester team across our two centres, contributing to a collaborative and high-performing environment.



SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

The successful candidate will have experience in securing high value partnerships and managing a diverse portfolio of accounts, including multi-year, strategic and commercial partnerships. They will also have outstanding relationship building skills to deliver lasting and mutually beneficial partnerships and excellent stakeholder management, both internally and externally.

Essential Criteria

- Extensive experience generating income of a six-figure level.
- Demonstrable success in securing grant and trust funding. Including researching, writing and submitting bids, in addition to writing executive reports.
- Proven ability to manage and nurture relationships across a range of seniority levels and sectors.
- A strong networker, able to build rapport with stakeholders across Greater Manchester and the wider North West.
- Excellent interpersonal, communication and presentation skills, with the ability to steward relationships and effectively onboard financial supporters.
- Target-driven, with strong organisational and time-management skills to meet or exceed KPIs.
- A confident and professional communicator, skilled in using social media, newsletters and other communication channels to engage and inform supporters.
- A creative and proactive problem-solver with an entrepreneurial approach to fundraising.
- Able to work autonomously and collaboratively as part of a dynamic team, connecting activity across the organisation and demonstrating a genuine commitment to being a supportive team player.

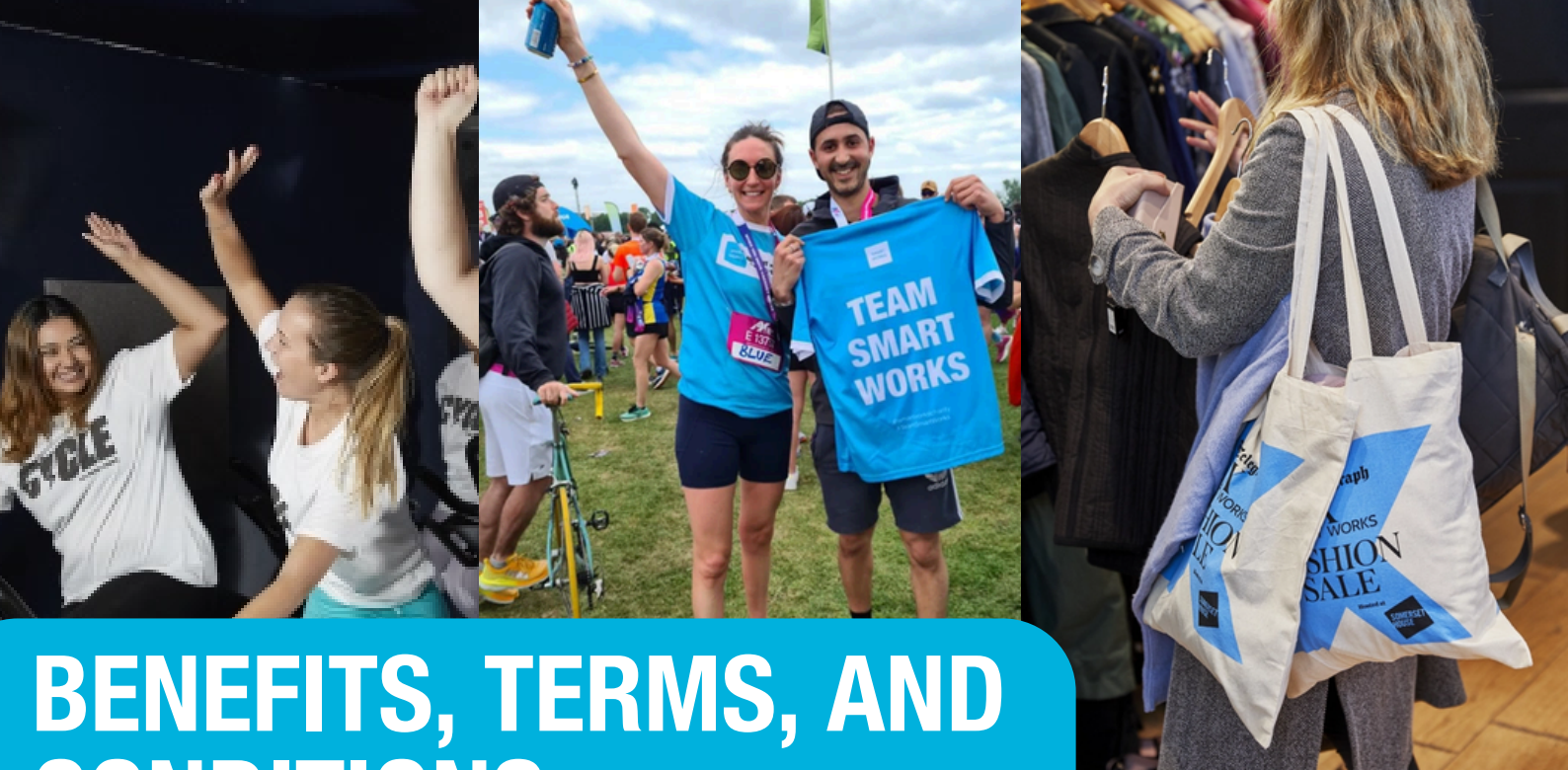
Desirable Criteria

- Strong understanding of the fundraising landscape across Greater Manchester.
- Experience working effectively with volunteer teams.
- Willingness and flexibility to work at third-party locations across Greater Manchester

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

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of female unemployment as we would like to increase the representation of these groups at Smart Works.



BENEFITS, TERMS, AND CONDITIONS

- Salary of £33,000-£36,000 depending on experience.
 - Permanent, Full-time role, Monday to Friday 9am-5pm but happy to discuss flexible working.
 - Based in Manchester City, Smart Works Greater Manchester centre but with hybrid working in agreement with the line manager.
 - Reporting to the Head of Smart Works Greater Manchester.
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- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year
 - Healthcare cashback plan via Simply Health including money back on eyecare, dental care, prescriptions, diagnostics and more
 - Option to add a partner for a cost and up to 4 children for free
 - 24/7 wellbeing phoneline and free face-to-face counselling on referral
 - 3% Employer Pension Contribution, 5% Employee Contribution.
 - Enhanced maternity/paternity pay after 1 years service
 - Other enhanced compassionate and family leave policies to support colleagues
 - VIP access at some Smart Works sales, events and pop-up shops.
 - Positive working environment with investment in training and progression.
 - All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.





HOW TO APPLY

Please submit a CV and a cover letter which answers the following questions by **Midnight on Sunday 8th February 2026**. Your application should be addressed to Victoria Cronquist, Head of Smart Works Greater Manchester.

Impact & Mission Alignment

Smart Works Greater Manchester supports women into employment, often transforming the trajectory of their lives. What motivates you to work in a mission-driven organisation like ours, and how would you ensure that your fundraising and stakeholder engagement activity reflects our values and amplifies our impact?

Stakeholder & Income Growth

This role requires managing a six-figure fundraising portfolio and developing relationships across corporates, high-net-worth individuals, community partners and trusts/foundations. Can you describe a time when you successfully built or grew a diverse pipeline of supporters, and explain how you would apply that experience to expand Smart Works Greater Manchester's income and partnerships?

INTERVIEWS

1st round interviews will take place w/c 16th February and will be virtual. If you are unable to attend a virtual interview for any reason, please let us know by contacting recruitment@smartworks.org.uk to discuss another arrangement.

2nd round interviews will take place w/c 23rd February and will be in person at the Manchester City Centre.

ADJUSTMENTS

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).