Refuge

For women and children.
Against domestic violence.

Senior Philanthropy Manager
Applicant Information Pack

Introduction from the CEO

Thank you for your interest in working for Refuge.

We have a diverse team of incredible people who work together to provide an inclusive approach to ensure that every woman who needs support when facing domestic abuse, receives it.

We do this through a combination of frontline services offering immediate safety and support to women and their children. We also lead vital work to influence and change policies and practices that impact women and girls and use public engagement and campaigning to help change societal attitudes and norms.

We know that domestic abuse will never end until it is recognised by society as the crime that it is, and there is an understanding that it is underpinned by misogyny. We will not stop until we are able to challenge and shift harmful societal attitudes as well as drive policy and practice change that is needed to end Violence Against Women and Girls (VAWG). It is only then that women and children will be free to live their lives in safety, with control over their choices and without fear.

Whatever your role at Refuge, you will have the opportunity to grow and develop as part of an amazing diverse and inclusive team of inspirational and talented people who provide vital and specialist services to women and children when their lives are in crisis. This is not always easy work, but it is essential, it is lifesaving, and it is life changing. So, whether you work directly with clients, behind the scenes, or represent Refuge to the outside world, you will be an integral part of what we do.

We look forward to receiving your application.

Gemma Sherrington
CEO

We want kind and empathic people to work at Refuge, who believe in equality, diversity, and inclusion, are experts in their area of knowledge, want to make a positive difference and improve the lives of the women and children we support.

This is an opportunity to join Refuge as a Senior Philanthropy Manager, an exciting role where you will have the unique opportunity to develop a new, philanthropic proposition for philanthropic donors, cultivate and lead relationships with strategic, philanthropic supports and create sector-leading stewardship and engagement opportunities, inspiring significant, long term support.

Salary

£54,897

Inclusive of London Weighting, which may not be applicable depending on your home location and any agreed permanent homeworking arrangement

Employment term

This post is Permanent, Full Time, 37.5 hours per week

Location

This role is external facing and the postholder will be required to attend meetings, events and networking opportunities in London and other locations as required

Closing Date

9 am, Monday 5th October

Interview Date

Stage one: Tuesday 13th October (virtual)

Stage two: Monday 19th October (in person at Refuge's Head Office, in Vauxhall, London)

Employment Terms

Salary

The annual full-time salary for this role is £54,897. Please note that this includes a London Weighting allowance of £3,000 (pro rata for part-time employees), which may not be applicable depending on your location and homeworking arrangements.

Refuge is an accredited Living Wage Employer. This means that every member of staff working here will earn a real Living Wage. The real Living Wage is higher than the government's minimum, or National Living Wage, and is an independently calculated hourly rate of pay that is based on the actual cost of living. We voluntarily choose to pay the real Living Wage because we believe that a hard day's work deserves a fair day's pay.

Days and hours of work

The contracted hours of work are 37.5 hours per week, from Monday to Friday. This is exclusive of an unpaid lunch for every full day worked.

Probation

All appointments are subject to satisfactory pre-employment checks, further details will be provided when an offer of employment is made. The probation period for this post is 6 months.

Annual Leave

Annual leave allowance is 28 days per annum plus public holidays, rising to 30 days following completion of five years' service at the start of the annual leave year. Annual leave for part-time roles is pro rata.

Pension

Refuge operates a qualifying salary sacrifice pension scheme with Aegon.

Employee Benefits

Refuge offers a variety of exciting opportunities to learn, develop and grow in your career. We recognise the value everyone brings to the organisation in achieving our aims, and we are dedicated to developing and rewarding our staff.

We offer all our employees a competitive benefits package including:

- Competitive salary
- Clinical supervision for all staff
- Confidential support and advice service via an employee assistance programme available 24 hours a day which provides support on a range of work and personal issues
- Enhanced sick pay leave which increases with length of service
- Excellent sector leading maternity, adoption, parental and paternity pay and leave
- Generous life cover scheme valued at three times individuals' salary and covers death in service subject to insurers approval
- Eye care e-Voucher scheme
- Cycle to Work scheme
- Opportunity to join our wide range of Equality Network Groups
- Access to free Will writing service
- The ability to apply for flexible working from day one. There will be space to discuss flexible working at interview
- Interest free loans to purchase season tickets for travel to work and/or to pay deposits to secure rented accommodation, and for professional qualifications

Training and Learning

We are committed to supporting a culture that enables all staff to achieve their full potential by providing a range of professional and personal development opportunities including access to a wide range of e-learning resources.

Job Description

Job Title	**Senior Philanthropy Manager**
Directorate	Fundraising, Communications and Policy
Reports to	Head of Philanthropy
No. of direct reports:	None
Budget responsibility	No
Location	Hybrid Working – to be successful in this role, the role holder should be prepared to spend 2/3 days a week meeting donors and prospects, or building networks in London, or other locations as required
Working hours	37.5 hours per week, open to flexibility
Working pattern	Usual hours 9.00am – 5.30pm 5 days per week, open to flexibility

Role Purpose

As Senior Philanthropy Manager, you will have the exciting opportunity to develop and lead Refuge's work with philanthropic donors, playing a critical role in the strategic development of this income stream and in managing and securing six and seven figure gifts. You will be part of a dedicated and ambitious team working towards a shared target of c.£1.8 million in 2026/7 and a strategy geared toward sustainable, long-term growth and diversification. As an ambassador for our cause, you will inspire, engage and deepen connections for our philanthropists with Refuge.

In this role, you will develop Refuge's core philanthropy offering, manage a small portfolio of our most strategic, highest value philanthropic supporters, develop relationships with new funders and create and lead the stewardship and engagement strategy for the Philanthropy team. This is an external facing role and the holder will be responsible for raising Refuge's profile in philanthropic spaces and building relationships with strategic third-parties, influencers and advocates for Refuge.

This role has no formal line management, however it is a key strategic leadership position in the Philanthropy Team and will work closely with the Head of Philanthropy to define and lead the Philanthropy strategy. This is a new role and the incumbent will have the opportunity to shape and curate it, in line with the team plan and organisational strategy.

Working in a small team, we take a collaborative approach to work, supporting one another to achieve success. We have a brilliant Chair and Trustee Board, so you have space to be creative and tap into opportunities. This role will suit you if you love making things happen, are adept at spotting opportunities and can navigate the balance between what Refuge needs, what resources there are, and maximising connections.

Key Accountabilities

Strategy and leadership

- Collaborating with the Head of Philanthropy to shape a three-year plan for philanthropy at Refuge
- Leading the creation and delivery of a new strategic cultivation and engagement plan and activities to support fundraising from major donors and trusts and foundations, in consultation with the wider Philanthropy team and supported by the Philanthropy Executive, as well as in collaboration with the Corporate Partnerships, Mid-Value and Legacy teams

- Leading the creation and establishment of a new Philanthropic proposition that has the potential to significantly expand flexible funding for Refuge, working with the Head of Philanthropy and Philanthropy Manager to develop a pipeline for it
- Acting as an Ambassador for Refuge externally, raising the profile of the organisation in philanthropic circles

Existing partnerships

- The role holder will be responsible for Refuge's highest value, most strategic philanthropic relationships
- Managing, maintaining and uplifting a small portfolio of current donors in alignment with the organisational strategy, working closely with the Head of Philanthropy, Director of Fundraising, CEO and Board as appropriate.
- Work with the Philanthropy Managers, ensuring opportunities to maximise relationships are realised
- Taking personal responsibility for creating and delivering thoughtful engagement plans that help to achieve key financial and non-financial goals
- Being responsible for high quality communication and relationship management for existing supporters in your portfolio, managing multi-stakeholder engagement with diplomacy
- Collaborating across the organisation (e.g. Development team, services, communications, finance, data and impact team) to create impactful, high-quality reports and proposals that are accurate and well managed within internal processes and adhere to donor requirements
- Ensure information held on the database, Raiser's Edge, is up to date and using it to provide insight to support own work and that of the team
- Work with finance and services colleagues to ensure appropriate grant management of funding, working collaboratively and with solutions-focused approach to resolve issues, escalating where required

Business development

- Developing, cultivating and converting a sustainable pipeline of new philanthropic supporters, working with other fundraising colleagues and the Senior Prospect Researcher where appropriate
- Personally networking and taking accountability for identifying and developing relationships with potential major donors, trusts and foundations, and introducers/influencers
- Identifying and cultivating own network of influencers, introducers and pro-bono supporters who can support Refuge's work
- Establishing new and creative cultivation strategies to develop and maintain a strong pipeline of philanthropic opportunities, working to create inspiring and engaging cultivation moments.
- Working closely with the CEO, Board, Trustees and other contacts to build inspiring relationships and maximise connections.
- Researching and developing third party relationships/events/visibility opportunities that will help to raise Refuge's profile amongst our target audience of philanthropists and trusts and foundations – working with the Corporate Partnerships team to cross-cultivate relationships where appropriate
- Stay informed of sector knowledge in a way that supports fundraising activity, meeting sector peers, attending events etc.

Team

- Lend expertise and advice on working with influential, often high-profile, major donors to other high-value colleagues and to support other fundraising activity as appropriate
- Leading on strategic areas of work to support Refuge's ongoing work to build sustainable income streams

- Deputise for the Head of Philanthropy as appropriate
- Proactively support the development of other colleagues in the Philanthropy team

Other

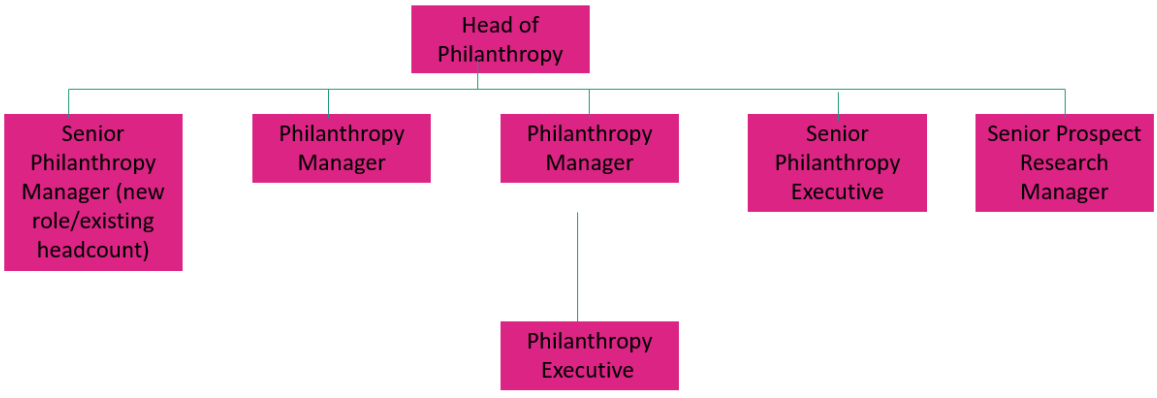
- Ensuring that the confidentiality and security of information is maintained in accordance with our Confidentiality, Data Protection, IT and Security policies
- Take steps to stay apprised and aware of Refuge's work
- Adhering to Refuge's fundraising and information management procedures, also upholding best practice and current policies and legislation, particularly with regards to due diligence and ethical fundraising
- Enhancing personal capability by undertaking continuous personal development activity and maintaining up to date knowledge
- Promoting sustainable working practices and reducing the environmental impact of Refuge's work;
- Demonstrating an understanding of and commitment to Refuge's values and to equity, equality, diversity and inclusion.

Please note, the postholder will be expected to be available on occasional evenings for networking and events.

We are committed to safeguarding therefore we expect all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks (DBS) in accordance with the DBS Code of Practice for all roles. We undertake an enhanced DBS check for our roles working directly with survivors.

It is essential to the development of Refuge's service delivery that the post holder can respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the postholder may have over time.Team Structure Chart

Philanthropy Team Structure



Who Are We Looking For?
For us it is important that you are passionate, committed and care about the work Refuge undertakes. Not all roles require previous experience in the Violence Against Women and Girls (VAWG) sector. You may be able to bring relevant experience from another industry or transferable skills from a different type of role or volunteering/community experience.

For us, a role description is a useful guide. But please don't discount yourself if you feel you don't meet all the criteria and believe you have the potential. Above all we value individuals who are committed to working hard but looking after yourself, flourish in an inclusive environment and want to make a positive difference to the communities we support.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

- Demonstrable experience of creating new propositions and programme initiatives, particularly those focussed on flexible and matched funding
- Demonstrable experience of building new pipelines and managing portfolios of major donors and trusts and foundations
- Demonstrable experience of developing successful fundraising strategies to deliver income growth, including establishing and tracking KPIs
- Demonstrable experience of curating exceptional stewardship and engagement opportunities for a varied portfolio of supporters
- Demonstrable experience of meeting and exceeding ambitious fundraising targets
- Proven experience of personally identifying, cultivating and soliciting 6+ figure gifts
- Experience of working with any of the following: Boards, Senior Volunteers, giving circles, Ambassadors or Committees
- Knowledge of philanthropic and grant-making trends and demonstrable experience of working across the philanthropic sector
- Knowledge and experience of working with philanthropic giving vehicles
- Demonstrable experience of creating compelling funding opportunities, managing grants and reporting on impact
- Experience of senior stakeholder engagement and influencing, both externally and internally
- Good understanding of how to direct funds, time and capacity to maximise social impact and return on philanthropic investment.
- Experience of working with mid-value and legacy initiatives to build a joined-up approach to philanthropic giving

Skills

- Ability to manage a portfolio of high level, multi-stakeholder relationships
- Strong project and risk management skills
- Excellent written and verbal communicator - with demonstrable experience of writing compelling, resonate proposals and of public speaking
- Strong numeracy skills – exposure to setting, working towards and achieving financial targets and Key Performance Indicators, and adapting financial information to a supporter audience
- Evidence of strong organisational and prioritisation skills. Ability to adapt and prioritise workload, meeting deadlines whilst maintaining accuracy
- Ability to work on own initiative and be a contributing member of a small team, as well as experience of working collaboratively across teams on specific projects or activities
- Ability to build effective relationships, both internally and externally, showing sensitivity for others' viewpoints and valuing diversity.
- Ability to work proactively and effectively as part of a team to deliver results, supporting others as required.
- An able negotiator who is able to maximise opportunities for Refuge
- Willing networker who is able to identify opportunities and build rapport
- Experience in mentoring and supporting team members to develop
- Competence in Microsoft Office and a CRM database, experience of these tools in a fundraising role

Personal Qualities

- An interest in and commitment to the long-term success and development of Refuge.
- Acts as a role model for the organisation.
- Acts with integrity and shows a commitment to upholding professional standards.
- Demonstrates a commitment to follow Refuge's policies and procedures.
- Demonstrates a strong commitment to Refuge's values and principles including equality, diversity and inclusion.

An Inclusive Workplace for All

- Our vision is to have a workforce that is reflective of the communities we serve; therefore, we actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences.
- We are committed to challenging the inequalities of society and will continue to learn and grow as an organization to ensure that we provide an inclusive and welcoming environment for all.
- We understand that people have personal lives, and these can sometimes impact on their time and availability. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives. If you need flexibility within your working hours, working pattern or location then do let us know and if the role and team can support that request, we will do what we can to support you.
- We are proud to have been awarded Disability Confident Employer. Refuge is aware that individuals with disabilities, or long-term health conditions or are D/deaf or neurodivergent are underrepresented in the sector. We welcome applications from everyone and will be happy to make reasonable adjustments to support people to either apply or undertake the role (if successful) please email recruitment@refuge.org.uk to discuss further. Furthermore, we will support any eligible applications made to Access to Work - a government run programme which supports disabled and neurodiverse employees meet additional access related costs at work.
- We committed to paying a competitive salary for the sector because we want to help break the poverty cycle and reduce social economic barriers to those working within the sector. This is reflected in our commitment to the Show the Salary pledge and #Nongraduateswelcome and being an Accredited Living Wage employer.
- We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the sector therefore we have signed up to the VAWG Anti-Racism charter, we have an EDI Steering Group and equality, diversity and inclusion training.
- We have created a Respect Charter to complement our values to support our EEDI journey in creating an inclusive and respectful environment both within Refuge and beyond.
- Furthermore, we have seven Employee Network Groups providing a safe space for staff to share their lived experiences and to challenge us as an organization to do better.

  These groups are:

  - Mental Health and Wellbeing
  - LGBTQI+ Shine
  - Anti-Racism
  - Allies
  - Women's
  - Disability and Neurodiversity Matters
  - Migrants ENG

How To Apply

Key Information and Deadlines
To apply please access our online application form via our recruitment website:
https://www.peridotpartners.co.uk/jobs/senior-philanthropy-manager-refuge/

Applications must be completed and submitted by 9 am, Monday 5th October, 2026.

- If you have any questions or want to discuss the post before applying, please contact our recruitment partner at Peridot Partners: emily@peridotpartners.co.uk
- You can also find out more information about Refuge at www.refuge.org.uk

Interviews will take place in two stages. The first round will take place via video conference on Tuesday 13th October and the second round will take place in person, at Refuge's Head Office in Vauxhall, London, Monday 19th October 2026.

Completing your application
What matters most to us when recruiting new members to join the Refuge team, is the inclusive attitude and relevant experience you will bring to the organisation and the role, and how you will support our values of: *A FEMINIST FORCE FOR GOOD, NEVER SHY AWAY, BUILD IT TOGETHER, SHOW WE CARE, LEARN EVERY DAY.* The full values can be downloaded from our website.

To apply for this role we require a CV and a Supporting Statement. Your Supporting Statement should be around 1.5 pages describing your skills and experience against the job description and person specification. Please do give clear examples of how your skills and experience are relevant to the job you are applying for, and how and where you have used them.

For example, this can be:
- Relevant experience from your present or previous jobs.
- Skills and experience gained from community or voluntary work, work experience, leisure interests and activities in the home.
- Education and the training you have received.

We would like to thank you in advance for expressing an interest in working for Refuge. We look forward to receiving your application.

Applications from Refuge Service Users and Survivors
Former Refuge service users and other survivors supporting Refuge in its external work including for fundraising, policy, media and press can apply for all externally advertised job vacancies.

Survivors that are currently using our services cannot apply for Refuge job vacancies. This restriction is for the survivor's safety and to ensure there is no conflict of interest.

A confirmation of a conditional job offer to a former service user will be subject to a risk assessment. Where significant risks to Refuge and other service users cannot be mitigated, we may not be able to make a conditional offer of employment. If successful in securing the role, their data on Impact will be protected.

Our commitment to inclusive recruitment
Our recruitment partners will remove your name, address and date of birth before forwarding your information for shortlisting. Your education is only considered if it is a requirement of the role.

We want Refuge to be an organisation that is reflective of the society we are based in, therefore, we are committed to growing our diverse workforce. The information you provide on the diversity monitoring form is confidential and helps the People and Culture team to understand where you would have seen the role and how we may need to do better in ensuring everyone who wants to work for Refuge is aware of the opportunities as they arise.

Other information
Safeguarding is vital to our work, and we strive to prevent harm and promote and protect the welfare and safety of all adults and children that come in contact with the organisation. We have a collective responsibility to take a do no harm approach by prioritising the safety and wellbeing of the women and children accessing our services, as well as ensuring a duty of care to our staff and volunteers.

As part of this responsibility, we undertake basic disclosure checks (DBS) for all roles in accordance with the Codes of Practice and in line with our Recruitment of Ex-Offender and Disclosure Barring Services Checks Policy, and for our roles working directly with survivors, at an enhanced level check. Applicants are encouraged to apply for job vacancies, having a spent or unspent conviction will not automatically exclude you from being offered the role. If you are successful in securing the role, we will hold an open and measured discussion about any convictions that might be relevant to the role. Our Recruitment of Ex-Offender and Disclosure Barring Services Checks Policy is available to applicants on request.

Data Protection Act
Refuge is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes immediately.

disability confident EMPLOYER

We are a Living Wage Employer

Show The Salary