Wen

Interim Head of High Value Fundraising

Job description and person specification

Salary	£50,798 FTE per annum — Grade 6
Contract	Fixed term to 28 February 2027
Hours	Full time, 35 hours / 5 days per week
Location	Hybrid, with regular attendance at Wen's office at 20 Club Row, London E2 and meetings in London
Reporting to	Interim Executive Director
Start date	As soon as possible
Core working day	Tuesday

About Wen

Wen is an environmental charity working at the intersection of women, health, equity and environmental justice.

Since our radical beginnings in 1988, Wen has connected environmental issues with women's lives and leadership. Today our work spans climate justice and women's leadership, food and environmental justice, nature, growing and wellbeing, women's health and toxic chemicals, alongside campaigning, policy and movement-building.

We support women and communities to take environmental action, amplify the voices and expertise of racialised and marginalised women, develop practical models for change and advocate for wider systemic transformation.

Our vision is a world where women, communities and the planet flourish

because society is equitable, collaborative and caring.

Our values are equity, collaboration, care and intersectional eco-feminism.

Wen is committed to anti-racism and inclusive intersectional feminism, recognising the ways race, class, sexuality, disability and other inequalities intersect with gender and environmental injustice.

About the role

This is a new senior role at the heart of Wen's next chapter.

Wen has an excellent track record of securing significant funding and delivering ambitious, high-impact programmes. We have strong programmes, experienced delivery colleagues, established funder relationships, respected partnerships and considerable opportunity.

What we now need is a senior leader who can connect these assets more deliberately.

The Interim Head of High Value Fundraising will take responsibility for three closely connected areas:

Programmes — ensuring Wen's portfolio is well-led, well-managed, connected and delivering against its commitments.

Partnerships and funder relationships — developing and stewarding strong, ethical and productive relationships with funders, collaborators and strategic partners.

Income generation — turning Wen's strategy, programme expertise and impact into a healthy pipeline of funding opportunities, strong propositions and successful applications.

This is therefore not simply a bid-writing role and it is not solely a programme-management role.

We are looking for somebody who understands both sides: someone who can personally develop compelling funding applications and sit confidently with funders, while also understanding how programmes are designed, delivered, monitored, evaluated and improved.

A significant part of the role will be building stronger systems and organisational capability so that Wen's fundraising, partnership and programme knowledge belongs to the organisation rather than sitting with individual people.

Key responsibilities

1. Fundraising, income generation and pipeline development

- Lead the development and implementation of a practical fundraising and income plan aligned with Wen's 2025–2030 strategy and financial requirements.
- Develop and maintain a clear, prioritised forward pipeline of funding opportunities, including immediate opportunities, renewals and longer-term prospects.
- Research, identify and qualify prospective funders whose priorities align with Wen's work, values and ethical fundraising principles.
- Personally lead the development, writing and submission of high-quality grant applications, expressions of interest, funding proposals, cases for support, concept notes and other funder submissions.
- Develop compelling propositions for both programme-specific and core/unrestricted funding.
- Ensure funding opportunities are pursued strategically rather than simply responding to every available call.
- Work with colleagues to develop programme concepts into credible, fundable propositions.
- Explore appropriate opportunities to diversify Wen's income, including trusts and foundations, statutory and lottery funding, strategic and corporate partnerships, major donors and philanthropy, individual giving, crowdfunding, collaborative and consortium bids, and other appropriate sources of finance or support.
- Work closely with Finance to ensure applications include robust budgets, appropriate core/full-cost recovery and a clear understanding of payment schedules and cash-flow implications.

2. Funder stewardship, reporting and renewals

- Take organisation-wide oversight of Wen's significant grants and funder relationships.
- Establish and maintain a single, reliable calendar covering reporting deadlines, payment triggers, renewal dates, application windows, funder meetings, grant milestones and other key actions.
- Ensure funder reports and other requirements are completed accurately, persuasively and on time.
- Draw together programme, impact and financial information to create high-quality narrative reports.

- Maintain and deepen relationships with existing funders and ensure they have appropriate visibility of Wen's work, impact, plans and future ambitions.
- Identify opportunities for grant renewal, extension, additional funding, appropriate re-profiling, further collaboration and introductions to other prospective funders.
- Represent Wen confidently in funder meetings.
- Prepare the Interim Executive Director, programme leads and other colleagues for significant funder conversations where required.
- Work with Finance and the Executive where funder consent is required for changes to budgets, activities, delivery arrangements or grant terms.
- Ensure important funder knowledge and relationship history is recorded institutionally rather than remaining in individual inboxes, spreadsheets or memories.

3. Programme leadership and oversight

- Provide senior leadership and oversight across Wen's programme portfolio.
- Line-manage relevant programme and project colleagues, providing regular one-to-ones, support and challenge, objective setting, development, decision-making and problem-solving.
- Maintain an organisation-wide overview of programme objectives, budgets, milestones, funder commitments, reporting requirements, delivery risks, dependencies and future funding requirements.
- Identify programme, financial or delivery risks early and work with colleagues to resolve or escalate them appropriately.
- Ensure programme colleagues have the senior support they need to deliver effectively.
- Help teams translate Wen's strategy into clear programme outcomes, deliverables and future priorities.
- Support the development of new programme ideas and ensure proposed activity is strategically aligned, realistic, evidence-led and fundable.
- Encourage collaboration across programmes so that learning, evidence, contacts, relationships and opportunities are shared across Wen rather than remaining within individual projects.

4. Partnerships and business development

- Develop and steward relationships with strategic partners, delivery partners, community organisations, research and academic institutions,

coalitions and networks, statutory organisations, prospective funding partners and other organisations that can help Wen increase its impact.

- Create a clear approach to assessing incoming partnership opportunities so that Wen can distinguish high-value strategic opportunities from activity that may consume significant capacity without sufficient benefit.
- Identify and develop opportunities for collaborative and consortium funding.
- Develop clearer propositions for different types of partner, articulating what Wen brings to a relationship and what can be achieved together.
- Maintain oversight of key partnership agreements, responsibilities, commitments and next actions.
- Ensure partnerships align with Wen's values, ethical standards and strategic priorities.

5. Case for Support, propositions, evidence and impact

- Work with communications, programme and other colleagues to develop a compelling organisation-wide Case for Support.
- Develop programme-specific propositions that can be adapted for different funders and partners.
- Help Wen articulate not only what individual programmes deliver, but the wider value created through the connections between women's lived experience, community knowledge, environmental expertise, research and evidence, movement-building, campaigning, policy influence, partnerships and practical delivery.
- Create and maintain a reusable library of strong fundraising material, including organisational narrative, programme summaries, impact evidence, case studies, statistics, budgets, evaluation findings, standard organisational information, previous successful applications and commonly requested funder information.
- Develop a systematic approach to capturing programme outcomes, participant insight, learning and stories so they can inform fundraising, reporting, evaluation and communications.

6. CRM, systems and organisational knowledge

- Establish a clear and usable organisation-wide system for managing fundraising and partnership information.
- Ensure Wen can readily see who funds us, what they fund, the value and duration of each award, when reporting is due, when payments are expected, who owns each relationship, previous and future applications,

prospective funders, strategic partners, next actions and relationship history.

- Work with colleagues leading Wen's wider CRM work to ensure fundraising and partnership requirements are properly reflected.
- Create and maintain a central record of live grants, historical applications, funder reports, grant agreements, funder feedback, partnership agreements, key contacts, portal information and important correspondence.
- Prioritise simplicity and usability. The objective is not to build the most sophisticated system possible; it is to create a reliable single source of truth that colleagues actually use.

7. Building fundraising capability across Wen

- Build fundraising understanding and capability across the organisation.
- Help programme and project colleagues understand how their work contributes to successful fundraising, including articulating need, defining outcomes, demonstrating impact, producing evidence, developing budgets, identifying stories and case studies, and contributing to funder reporting.
- Coach and support relevant colleagues to contribute confidently to bids and funding proposals.
- Provide practical coaching, co-writing, structured feedback, templates, guidance, tools and training.
- Develop a small group of colleagues who can contribute more substantively to future bid development.
- Ensure the Interim Head of High Value Fundraising remains accountable for the quality and strategic coherence of fundraising submissions rather than simply distributing bid-writing across the organisation.
- Document processes and create tools that can continue to be used after the fixed-term appointment ends.

Key relationships

The Interim Head of High Value Fundraising will work particularly closely with:

- the Interim Executive Director
- the Interim Chief Operating Officer
- programme and project managers
- Finance

- communications and audience-development support
- funders
- strategic and delivery partners
- community organisations and coalitions
- researchers and academic partners
- members of the Board of Trustees where appropriate

What success will look like

During the first month

- There is a reliable organisation-wide overview of all significant grants, reporting deadlines, payment triggers, renewals, known funding opportunities, active bids and priority funder relationships.
- Immediate reporting, income and programme risks have been identified and stabilised.
- Priority existing funders have named relationship owners and clear next actions.
- A practical short-term fundraising and income plan has been agreed.
- A minimum viable funding and partnership tracker is operating.
- Programme colleagues understand where to go for senior programme and funding support.

By approximately three months

- Wen has a credible and regularly reviewed forward funding pipeline.
- Priority applications and reports are being submitted consistently and to a high standard.
- Existing funder relationships are actively stewarded and documented.
- Wen has a clear organisation-wide Case for Support and reusable core fundraising materials.
- Programme leads have clear objectives, oversight and senior support.
- Relevant colleagues have received practical fundraising coaching.
- Programme impact, learning and evidence are being captured more systematically.
- Funder, grant and partnership information is increasingly held institutionally rather than by individuals.

By the end of the appointment

- Wen has a functioning and sustainable programme, partnership and fundraising operating rhythm.
- There is a clear and usable funding pipeline, reporting calendar, relationship-management system, grant archive, partnership record and bank of fundraising evidence and collateral.
- Wen has strengthened existing funder relationships and developed a broader future prospect base.
- A strong portfolio of applications and proposals has been submitted against agreed income priorities.
- Programme and project colleagues have increased confidence and capability.
- The Executive and Board of Trustees have significantly better visibility of programme commitments, future income, funding gaps, opportunities, programme risks and funder obligations.
- The function can be handed on rather than rebuilt from scratch.

Person specification

Fundraising and income generation

- A strong and recent track record of personally developing and winning significant grant funding from trusts, foundations, statutory funders, lottery distributors or comparable institutional funders.
- Experience of developing fundraising or income-generation strategies and converting them into an active pipeline of prospects, relationships, applications and renewals.
- Excellent proposal and bid-writing skills, with the ability to turn complex organisational and programme information into clear and persuasive funding propositions.
- Experience of securing funding for core or unrestricted costs as well as restricted programme activity, or a strong understanding of the challenges involved.
- Experience of funder stewardship, including reporting, renewal and relationship development.
- Confidence representing an organisation in meetings with senior funders and partners.

Programmes and leadership

- Significant experience of programme or project leadership.

- Experience overseeing delivery, programme budgets, milestones, risk, monitoring, evaluation, impact and funder commitments.
- Experience of line-managing and developing colleagues.
- Ability to support programme teams while also holding people accountable for delivery and agreed commitments.
- An understanding of how programme design, evidence, impact and fundraising fit together.

Partnerships

- Proven ability to build trusted and productive relationships with external partners.
- Experience of developing strategic or delivery partnerships.
- Ability to identify opportunities for collaboration and distinguish strong strategic fit from activity that is unlikely to deliver sufficient value.

Systems and organisational capability

- Experience of creating, developing or improving fundraising pipelines, CRMs, grant-management systems or comparable relationship-management tools.
- Strong organisational skills and the ability to manage multiple live deadlines.
- Ability to create practical systems and processes that other people will actually use.
- Commitment to sharing and documenting organisational knowledge rather than allowing dependencies on individual people to develop.

Financial and commercial understanding

- Strong financial literacy and confidence working with programme and grant budgets.
- Understanding of full-cost/core-cost recovery.
- Ability to consider funding decisions in the context of organisational sustainability and cash flow.

Communication and judgement

- Exceptional written and verbal communication.
- Ability to absorb complex information quickly and identify what matters.
- Strong judgement and the confidence to prioritise.
- Ability to operate effectively in a changing and sometimes ambiguous environment.

- A practical approach: able to create enough structure to provide control and visibility without introducing unnecessary bureaucracy.

Values and approach

- A collaborative, enabling leadership style.
- Ability to build trust with colleagues across different roles and levels of seniority.
- Commitment to equity, collaboration and care.
- Understanding of, and commitment to, intersectional feminist approaches and environmental justice.
- Ability to work sensitively and effectively with diverse communities and colleagues.

Desirable experience

- Experience working within an environmental, climate, women's, community or social-justice organisation.
- Knowledge of the UK environmental and/or charitable funding landscape.
- Experience of collaborative or consortium funding applications.
- Experience of developing corporate or strategic partnerships.
- Experience of major donor or philanthropic fundraising.
- Experience of individual giving or crowdfunding.
- Experience of research, evaluation or impact measurement.
- Experience using CiviCRM or comparable CRM systems.
- Experience working within a small or medium-sized charity where programme delivery and fundraising sit closely together.
- Experience working in an organisation undergoing growth, change, turnaround or stabilisation.
- Knowledge of alternative charity-finance mechanisms, including bridging or working-capital facilities.

The person we are looking for

The successful candidate is unlikely to describe themselves as only a fundraiser or only a programme manager.

They will understand that strong fundraising starts with excellent programmes, credible evidence, trusted relationships and a compelling story — and that securing funding is only successful when the organisation can then deliver what it promised.

They will be comfortable moving between very different kinds of work.

In the same week, they might:

- coach a Programme Manager through an upcoming funder report;
- identify and qualify a significant funding prospect;
- write a major grant application;
- meet an existing funder;
- examine a programme budget with Finance;
- develop a proposition with a potential strategic partner;
- support a colleague with a delivery risk; and
- update the organisation's funding pipeline and priorities.

They will enjoy creating order from complexity and leaving behind something stronger than they inherited.

Working at Wen

Wen is a values-led organisation with a long history, ambitious programmes and a committed team.

We work collaboratively and take seriously our responsibilities to the women and communities we work alongside, our partners and funders, and one another.

This role joins Wen at an important point in its development.

There is a great deal already here to build from: strong programmes, significant funding relationships, talented colleagues, an extensive network and a distinctive position within environmental justice.

The opportunity is to connect those assets more deliberately and create a programmes, partnerships and income function that is stronger, clearer and more resilient for Wen's future.

Benefits

- 25 days' annual leave plus 8 bank holidays, pro rata
- Annual leave increasing to 27 days after five years' service
- Employer pension contribution of 6%
- Employee Assistance Programme, including free counselling sessions
- Access to training and development opportunities
- Menstrual leave

- Time off in lieu for agreed overtime
- Flexible and hybrid working