



FareShare

Job Description	Trusts and Foundations Officer
Reporting to	Trusts and Grants Manager
Location	Deptford, London
Hours	Full time (35 hours) 9.00am to 5.00pm
Salary	£30,000 to £35,000

Additional benefits of working at FareShare

25 days holiday, flexible working, life insurance, season ticket loan, bike loan, Employee Assistance Programme, access to continuing professional development courses and a range of discounts and benefits through our membership of Perkbox.

About FareShare

This is a great opportunity to join a unique, multi-award-winning organisation. At FareShare, we fight food poverty by tackling food waste. We source food that is surplus to requirements - from food retailers and manufacturers - and engage many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions).

FareShare now operates 21 Regional Centres around the UK. The majority of these are run by local charitable organisations we call our Delivery Partners. This enables us to be a UK-wide organisation yet also think and behave with local concerns at the heart of our actions. We support over 9,000 local charities and groups - our Community Food Members. Over the past year 16,992 tonnes of food was managed by FareShare Regional Centres nationwide, feeding 772,390 people every week. We operate across 1,500 towns, cities and villages and we save UK charities and community groups more than £28 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply.

FareShare's Strategy & Vision

Vision: We have the vision of a UK where “No good food goes to waste”.

Mission: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

Our Purpose: We are doers. We are a community. We change lives.

Our Values: **Passion** - for our cause and the challenge that lies ahead

Ambition - to go the extra mile and drive the change that must happen

Respect - for ourselves, each other, our volunteers, our partners and our beneficiaries

Collaboration - it's only by working with others that we can be stronger

Focus - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

The role

FareShare has a high performing fundraising team of eight staff. We are looking to recruit a talented and driven individual to join us and help deliver our Trust and Foundations fundraising programme as we extend the reach of our work over the coming years to meet our ambitious targets.

Key focus of this role

- Managing and maximising a warm portfolio of donors including large multi-year funders, seeking to extend their support wherever possible through close relationship fundraising.
- Researching, exploring and securing new business opportunities.

This role would suit a candidate with a good understanding of the charity sector and proven success of fundraising from trusts and foundations along with a superb ability to write with flair and creativity as well as the verbal presentation skills to match.

We are looking for a results-driven and motivated team player to join our exciting and fast-paced fundraising department. If you are seeking personal development and the opportunity to take the next step in your trust fundraising career this could be the role for you.

Main areas of responsibility

Account management

- Manage relationships from a portfolio warm trusts and foundations including several high value long-term funders to agreed fundraising targets
- Work closely with the Trusts and Grants Manager, Head of Fundraising and FareShare senior managers and project staff to develop innovative and persuasive proposals aimed at extending the support of existing partners
- Build good working relations with trustees and key staff of trusts and foundations
- Thank funders promptly and ensure that regular progress reports and updates are received by supporters as and when required
- Develop creative and exciting stewardship plans to enhance the long-term relationship between FareShare and our funders

New business

- Work to the fundraising cycle to identify new prospects through to securing new income
- Identify new potential funders and match them to FareShare's work
- Prepare and submit high quality funding proposals and budgets in accordance with timetables and application criteria
- Maintain accurate records, analysis and reporting of new business secured

Administration & process

- Maintaining accurate financial and client records (current and new business)
- Completing analysis and activity reporting utilising and developing internal fundraising systems
- To work with the Head of Fundraising and the Fundraising Team to help deliver the annual Recognition Event for key funders and supporters across the whole of FareShare
- Supporting the Trusts and Grants Manager and the wider team as required
- Represent the organisation at relevant forums, events and seminars
- Occasional work outside of regular office hours and UK travel

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

Essential

- Voluntary sector experience with demonstrable success of securing multiple five figure grants from trusts and foundations
- Proven track record of securing new business funding
- Excellent written and verbal communication skills with good copy writing and proof reading ability
- Exceptional interpersonal skills with the ability to connect with people from all walks of life, backgrounds and cultures
- Experience of creative proposal writing combined with the ability to demonstrate clear outcomes and impact
- Good research skills with experience of identifying quality new business leads
- Experience of preparing, manipulating and presenting budgets and working knowledge of charitable financial accounts
- Proven ability to form good working relations, both internally and externally with people at all levels
- Ability to work on own initiative and to meet objectives and tight deadlines under pressure
- Excellent IT skills with a high working knowledge MS Office programmes

Desirable

- Experience of event management
- Experience of using Salesforce or an equivalent Customer Relationship Management (CRM) system for fundraising
- Experience of working with non-UK based funders particularly from Europe and the USA
- Experience of managing a volunteer/intern

Values and behaviours

- A commitment to Equal Opportunities
- A passion and understanding of FareShare's mission and strategy
- Flexibility of approach and a team player
- Forward thinking and willing to contribute ideas and opinions
- Willingness and ability to travel around the UK on an occasional basis