

FareShare

Job description	Trust and Grants Fundraising Manager
Reporting to	Senior Trust, Foundations and Grants Manager
Location	Based at FareShare in London
Hours	Full time (35 hours)
Term	Permanent
Salary	£40,000-£42,000 per annum

Main purpose of this role

FareShare is looking to recruit a talented and experienced individual to help deliver our fundraising strategy. This is an exciting time to join FareShare, as we are experiencing growth across the charity and have a fantastic portfolio of partners in corporate, trust, grants and foundations.

We are looking for someone ambitious who wants to contribute to our high performing fundraising team, and enjoys a collaborative atmosphere across FareShare. If you have experience in trust, foundation and grant writing, relationship building, engagement and stewardship of donors, this role is for you.

What we can offer you is: working for a charity that won ‘Charity of the Year 2017’ from Third Sector, flexible working, a supportive and fun team environment and opportunities for learning and development.

About FareShare

FareShare is the UK’s largest food redistribution charity, fighting food poverty by tackling food waste. FareShare sources food that is surplus to requirements from retailers and manufacturers and engages many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people including families and individuals who are homeless, unemployed, socially isolated or recovering from addiction.

FareShare operates 21 Regional Centres (depots) across the UK and supports over 9,600 local charities and community groups. In the last twelve months, the FareShare network redistributed 16,992 tonnes of food nationwide, helping to create 36.7 million meals and feed 772,000 people each week.

Responsibilities

Account Management

- Manage a portfolio of trust, foundation and grant supporters to cultivate strong, long-lasting partnerships
- Develop persuasive fundraising proposals and reports to increase donations from new and existing supporters
- Build strong relationships with funding partners, both face to face and on the telephone following FareShare stewardship strategy
- Manage income and expenditure of project budgets communicating with both internal and external stakeholders

New Business

- Identify a pipeline of new prospects taking them through the sales cycle to secure new income for FareShare
- Arrange meetings in FareShare Regional Centres to present our work to new business contacts
- Maintain records and analysis of new business secured
- Attend events as required to meet new potential donors

Administration

- Keep account plans up to date and internal teams informed of key partnership plans including press for partners
- Maintain accurate financial records and budgets for all partners
- Keep application and reporting pipeline up-to-date and accurate
- Write donor thank you and stewardship letters as required

Communication

- Ensure the activities and milestones of donors are promoted and celebrated through our social media and PR channels
- Regularly phone and email your supporters and donors to keep them informed
- Steward volunteer groups at our London regional centre and communicate key messages
- Work closely with our Regional Centres and wider teams at FareShare to gather information
- Attend and provide regular updates in 1 to 1 meetings and participate in staff and team meetings

Person specification

Experience

- Experience of securing five or six figure gifts from trusts, grants and foundations
- Experience in writing compelling funding applications and impact reporting

- Experience in prospecting for new business and stewarding donors face to face
- Good communication and interpersonal skills
- Good relationship building skills, both inside and outside an organisation
- Ability to work to meet objectives and to meet deadlines
- Ability and experience of working well in a team

Skills, knowledge and abilities

- Knowledge of trust, grant and foundation fundraising, particularly around restricted funding
- Knowledge of project management of multi-year funding partnerships
- Excellent numeracy skills and use of Excel
- Good computer skills and experience of a CRM system

Values and behaviours

- A commitment to Equal Opportunities
- An appreciation and passion for FareShare's mission and strategy
- Flexibility of approach and ability to work in a team
- Proven ability to develop and maintain good working relations, with both internal and external audiences

Application process

If you would like to apply for this role, please send a copy of your CV and a supporting statement showing how you meet the essential experience outlined in the person specification to recruitment@fareshare.org.uk

Closing date for receipt of applications is Friday, 28th December 2018. Interviews week commencing January 14th 2019.