

## FareShare

<b>Job description</b>	Trust and Grants Manager
<b>Reporting to</b>	Senior Trust and Grants Manager
<b>Location</b>	Based at FareShare in London, Deptford
<b>Hours</b>	Full time (35 hours)
<b>Term</b>	Permanent
<b>Salary</b>	£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 22 Regional Centres (depots) across the UK and supports almost 11,000 local charities and community groups. In the last twelve months, FareShare redistributed 19,518 tonnes of food nationwide, the equivalent of 46.5 million meals to feed over 900,000 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, interacting with them face to face, via email and on the telephone
- 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 seven stages of solicitation 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
- Support the team as required to implement FareShare's Fundraising Strategy and the Trusts and Grants Strategy, and to support with the development and implementation of systems and procedures

### Communication

- Ensure the activities and milestones of donors are promoted and celebrated through our social media and PR channels
- Regularly meet with, phone and email prospects 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 and ensure that funding proposals are developed in line with organisational need
- 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 developing and managing complex multi-year budgets
- Experience in prospecting for new business opportunities via multiple research channels 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](mailto:recruitment@fareshare.org.uk)

Closing date for receipt of applications is 20th November 2019 at 9am .1<sup>st</sup> stage interviews will be week commencing 25<sup>th</sup> November 2019. 2<sup>nd</sup> stage interviews predicted to be week commencing 2<sup>nd</sup> December