



## FareShare Midlands

<b>Job description</b>	Trust and Grants Officer
<b>Reporting To</b>	Fundraising Manager
<b>Location</b>	FareShare Midlands (based in either Birmingham or South Wigston)
<b>Hours</b>	Full time (flexible working and part time will be considered)
<b>Term</b>	Permanent
<b>Salary</b>	£25,000 per annum (pro rata part time)

### Main purpose of this role

FareShare Midlands is looking to recruit a talented and experienced individual to help deliver our fundraising strategy. This is an exciting time to join FareShare Midlands as we develop and expand our operations across the East and West Midlands and look to grow our fantastic portfolio of trust, grant and foundations supporters, as well as corporate partners and community supporters.

We are looking for someone ambitious who wants to take a lead on the creation, submission and management of a portfolio of trust and grant applications in order to achieve financial targets in line with our growth plans. If you have demonstrable experience in securing income from trusts, foundations and grants, as well as relationship building and stewardship of donors, this role is for you.

### About FareShare Midlands

FareShare Midlands is the region's largest food redistribution charity fighting food poverty by tackling food waste. An independent charity, we work in partnership with FareShare UK to access and receive food that is surplus to requirements from retailers and manufacturers and engage 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 Midlands supports over 400 local charities and community groups. In the last twelve months we redistributed over 2,700 tonnes of food, helping to create 6.4 million meals and feed 35,000 people each week.

## Responsibilities

### Income Generation

- Deliver the fundraising plan for trusts and grants in order to achieve the income target and year on year growth
- Research and maintain a varied portfolio of trust and grant funders in order to diversify income
- Develop persuasive fundraising proposals and reports to increase donations from new and existing supporters
- Maintain records and analysis of new business secured
- Attend networking events as required to meet new potential donors
- Manage own workload to deliver of set objectives and KPIs

### Account Management and Donor Care

- Manage a portfolio of trust, foundation and grant supporters to cultivate strong, long-lasting partnerships
- Inspire and motivate funders through creating a portfolio of materials that demonstrate impact
- In conjunction with the development team, support the management of corporate partnerships/foundations including meeting with stakeholders, stewardship and impact reporting
- Manage income and expenditure of project budgets communicating with both internal and external stakeholders
- Manage and steward funders in accordance with the Fundraising Code of Practice and ensure high standards of supporter care are maintained at all times
- Work closely with the FareShare UK fundraising team to maximise funding opportunities and share learning
- Ensure funder interaction points (telephone, post, email) adhere to the highest standards
- Undertake any other duties that may reasonably be required from time to time

### Administration

- Keep account plans up to date and internal stakeholders informed of key partnerships
- Maintain accurate financial records and budgets for all partners
- Keep application and reporting pipeline up-to-date and accurate

### Communication

- Work with the development and marketing team to create impactful materials and case studies
- Develop communication plans to keep supporters regularly informed of our impact
- Be prepared to act as spokesperson and ambassador for FareShare Midlands

## Person specification

### Experience

- Demonstrable experience of delivering against an income targets
- Significant experience of securing gifts from trusts, grants and foundations
- Experience in writing compelling funding applications and impact reporting
- Experience in prospecting for new business and stewarding funders face to face
- Experience of customer care in a charity or sales environment
- Experience in keeping good administrative records
- Experience of presenting to a range of audiences

### Skills, knowledge and abilities

- Detailed knowledge of trust, grant and foundation fundraising, particularly around restricted funding
- Ability to manage and steward funders in line with the Fundraising Code of Practice.
- Knowledge of third sector fundraising streams and the complex charity fundraising climate
- Skilled at managing donor relationships
- Excellent communication skills, persuading skills and writing skills
- Excellent numeracy skills and use of Excel
- Good relationship building skills, both inside and outside an organisation
- Ability to work to meet objectives and deadlines
- Ability and experience of working well in a team

### Values and behaviours

- A commitment to Equal Opportunities
- An appreciation of FareShare Midlands' 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 [laura.spencer@fareshare.org.uk](mailto:laura.spencer@fareshare.org.uk)



Closing date for receipt of applications is 11.59pm, Sunday 1 March 2020. Interviews  
Wednesday 11 March 2020.