



# Job Description

## Fundraiser

**Contract:** Full time, permanent

**Reports to:** Head of Development

**Hours:** 37.5 hours per week

**Pay:** £24,000 – £30,000pa depending on fundraising experience

**Location:** FoodCycle's (new!) Head Office in Vauxhall, at [Southbank House](#)

### Position Summary

Hi, we're FoodCycle. We build communities by combining surplus food, volunteers and spare kitchen spaces to create tasty, nutritious meals for people who need them.

We may be small, but we are also mighty, and growing all the time. We have 30 projects all over the country, run by volunteers, supported by a small professional team of 10. The fundraising team is just two full time equivalents, but super successful, bringing in grants big and small, working with corporates, and doing community fundraising.

This role is primarily focused on working with small trusts, corporates and community fundraising. It needs a great verbal and written communicator who is really enthusiastic and well organised, with loads of common sense, because no two days fundraising at FoodCycle are ever the same.

We are a unique among food charities – no one else is doing what we are doing, and as a result we have had great success over the past three years in terms of income, growing from £469,000 in 2014 to £693,677 in 2016. Our last fundraiser, a Senior Fundraising Officer, was with FoodCycle for two years and gained such a wealth of experience in a wide range of fundraising techniques that it really helped springboard her career, so if you enjoy variety and trying new things, this could be the job for you!

### Roles & responsibilities:

#### Trusts and Foundations

- Maintaining income from the trusts and foundation portfolio worth £275,000 particularly from the small trusts portfolio, writing applications and reports to trusts giving £500-£5,000.
- Supporting the management of the relationships with the majority of our current trust and foundation supporters, writing reports, communicating with them and re-applying. Supporting the Head of Development and CEO in their management of a small number of the highest value relationships.
- Contributing to a new business target of £100,000 by researching new trust, foundation and institutional funding opportunities and supporting in applying to them, in collaboration with the Head of Development and CEO.

## Corporate Partnerships

- Maintaining income from the corporate supporters portfolio worth £80,000.
- Managing relationships with the majority of our corporate supporters, communicating and supporting them in their fundraising activities, to ensure they feel enthused and confident about their support for FoodCycle. Supporting the Head of Development and CEO in their management of a small number of the highest value relationships.
- Contributing to a new business target of £80,000 by researching opportunities and coordinating pitches, in collaboration with the Head of Development and CEO.
- Supporting in the running of corporate volunteering events, in conjunction with an external events company and the Fundraising Officer.

## Community Fundraising

- Supporting individuals as they carry out fundraising activities in their local networks (e.g. supper clubs, sponsored challenges).
- Working with Raising and Giving societies at universities, tracking opportunities and either applying or supporting our volunteers to apply.
- Building relationships with other community groups e.g. Rotary and Soroptimists to encourage volunteering and financial support.

## Other

- Liaising with programmes team to ensure reporting and data collection is carried out.
- Monitoring income to facilitate budget reporting.
- Implementing the use of Salesforce CRM for all fundraising activities, including where necessary inputting actions done by Head of Development and CEO.
- Other tasks as required by the FoodCycle Senior Management Team e.g. researching funding opportunities for our franchise partners, or building partnerships with other charities to share skills and knowledge

## Person Specification

|                                   | <b>Essential</b>   | <b>Desirable</b>   |
|-----------------------------------|--|--|
| <b>Proven experience of</b>       | <p>At least one year working in an office environment</p> <p>Using Microsoft Office, including Excel and Powerpoint</p> <p>Working with others</p> <p>Juggling multiple tasks and prioritising effectively</p>   | <p>One to three year's fundraising experience</p> <p>Using Microsoft Publisher or InDesign</p> |
| <b>Skills, knowledge, ability</b> | <p>Can write clearly, concisely, persuasively. Tell the stories of our guests and volunteers, demonstrate the need for our work, and explain why we are the best organisation to do it.</p> <p>Can communicate verbally with warmth, and patience, in a polite, calm manner, listening carefully.</p> <p>Is organised and efficient, can juggle multiple different tasks.</p> <p>Is IT savvy – comfortable using content management systems</p> <p>Financially and numerically literate, comfortable manipulating budgets on Excel</p> | <p>Using a fundraising CRM, especially Salesforce</p> <p>Using databases</p>                   |
| <b>Personal Attributes</b>        | <p>Analytical, able to calculate the value of an opportunity, not just whether it feels right</p> <p>Independent thinker, willing to question what has been done before and do something different</p> <p>Keen to learn, willing to take feedback</p> <p>Collaborative, proactive communicator</p> <p>Enthusiastic – can do attitude</p>   |  |

## Working at FoodCycle

### Your team:

CEO – Mary McGrath

Head of Development – Anna Sheinman

Fundraiser – could be you!

Communications Manager – Clare Skelton

Fundraising and Communications Officer – Tess Timothy

**Your manager:** This role is line managed by Anna Sheinman, who works three days a week as Head of Development. She has four years experience fundraising, primarily from trusts and foundations and major donors. She previously worked at WaterAid, and before that World Jewish Relief. Before that she was a journalist.

**Holidays:** 23 working days (pro rata if part time)

**Pension:** There is a pension scheme available – new staff are automatically enrolled unless you choose to opt out.

**Flexible working:** We love flexible working! You will be on a flexible working contract, and once you're trained up, you can also agree on some working from home with your manager.

**Training:** There is a significant per person training budget – your personal development plan will be curated with your line manager. Depending on your experience, you might get training on trust fundraising, corporate fundraising, or using a database. You'll definitely do training on data protection, using Salesforce, and get your Food Safety Level 2 Certificate.

### Other benefits:

- Childcare vouchers
- Travel card loan

### Fun stuff:

- We encourage all staff to visit our projects frequently to get cooking and chatting to the guests.
- Our new office in Southbank House is near a nice little park which is great for picnics in the summer time.
- We are a social bunch, and love a good pot-luck lunch for birthdays or new starters, or a drink or two after work – there is a pub on a boat opposite our office!

## Applying for this role

**What to send:** A CV of no more than two sides, and a covering note/letter of no more than two sides explaining why you are suitable for the role.

**Where to send it:** [jobs@foodcycle.org.uk](mailto:jobs@foodcycle.org.uk) / via charityjob

**Deadline for your application:** 9am on Tuesday 18 April 2017

**We will aim to get back to you by:** Friday 21 April 2017

### Interview dates:

First round: Wednesday 26 April or 3 May 2017

Second round: 10 May 2017

**Top tips on your CV and covering letter:** Your CV should tell us about your achievements. Have you done something impressive? Have you achieved your goals or perhaps surpassed them? Tell us about it!

Your covering email/letter should tell us why you are right for the role. Please keep it to no more than two sides. What you say should be relevant to the role, but we will also be looking at how you say it, so think about being concise, informative and not using jargon.