



## Trusts and Foundations Manager

### About FoodCycle

FoodCycle is an award-winning national charity delivering volunteer powered community Projects across England. We build communities in our Projects by combining surplus food, volunteers and spare kitchen space to create nutritious, three-course meals for the community. We currently have 39 Projects and open our doors every week to 1,500 people.

#### We have 4 main aims:

- To strengthen communities
- To encourage friendships
- To improve nutrition and reduce hunger
- To change attitudes towards food and to reduce food waste

### About the role

**Position Title:** Trusts and Foundations Manager

**Reports to:** Head of Fundraising

**Hours:** 22.5 hours per week

**Pay:** £24,000 – £28,000 pa pro rata depending on experience

**Location:** Vauxhall, London

### Position Summary

This is an incredible time to be joining FoodCycle. It's our 10<sup>th</sup> year and in that time we have served 1 million meals to people who are hungry and lonely. We have 39 Projects around the country supported by an excellent team of Regional Managers who provide training to volunteers to ensure our meals are consistently served every week to vulnerable people.

You will have the opportunity to find the essential funds to ensure each Project is funded and that we can continue to provide the best possible service to our guests. As our Projects are spread throughout the country you will research and apply to a wide variety of trusts and foundations and manage a portfolio of funders.

You will already have had success at applying for grants at an existing charity. Ideally that charity will be working in community or poverty prevention and you will understand what it takes to write a really compelling grant application.

### Roles and Responsibilities

## Trusts and Foundations

1. Researching and prospecting trusts and foundations that are suitable for FoodCycle to apply to and detailing this information on our Salesforce database.
2. Writing timely, compelling applications to trusts and foundations, with a focus on securing grants up to £20,000, using internal and external information that will make the application a success.
3. Working with the Finance Manager and Head of Fundraising to ensure an appropriate budget has been used for every application.
4. Working with Regional Managers where necessary to gather Project information to inform proposals and reports
5. Submitting reports to trusts and foundations as agreed in the terms and conditions provided for each grant
6. Stewarding relationships with existing trusts and foundations with a view to securing long-term funding
7. Assessing which areas of FoodCycle's portfolio of Projects are in need of funding, whilst endeavouring to ensure that none of the Projects are double funded
8. Detailing all aspects of an application from research, prospecting, submission, stewarding and reporting on Salesforce
9. Supporting the Head of Fundraising on major funding proposals as required

## Working at FoodCycle

**Holidays:** 23 working days pro rata (along with additional Christmas Close down days)

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

**Equipment:** Whilst working with FoodCycle you will be provided with a laptop

## 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)

**Deadline for your application:** Wednesday 23<sup>rd</sup> October 5pm

**Interview date:** Tuesday 29<sup>th</sup> October

FoodCycle is an equal opportunity employer and values diversity.

## Safeguarding statement

Safeguarding is Everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.



## Person Specification

	Essential Criteria	Desirable Criteria
<b>Proven Experience of</b>	<ul style="list-style-type: none"> <li>• Successful grant applications at current charity</li> <li>• Stewarding relationships with trusts</li> <li>• Using a CRM system to detail key stages of an application</li> <li>• Using research to write a compelling case for funding</li> </ul>	<ul style="list-style-type: none"> <li>• Managing a pipeline of funding opportunities</li> </ul>
<b>Skills, knowledge, ability</b>	<ul style="list-style-type: none"> <li>• Good organizer – ability to manage multiple projects</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work with CRMs and databases.</li> <li>• Excellent planning and time management skills with ability to manage multiple tasks simultaneously</li> <li>• Good people skills and ability to build relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Salesforce</li> <li>• Able to network effectively, identify new opportunities for support from trusts and bring them into fruition</li> <li>• Analytical – assessing which would be the best funders to build relationships with and who to influence</li> <li>• Has an ability to use stories to persuade and secure income effectively</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Personable and warm</li> <li>• Self-starter</li> <li>• Strong communicator and good listener</li> <li>• Results orientated</li> <li>• Willingness to travel to Projects in the regions</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Honest and trustworthy</li> <li>• Commitment to FoodCycle's charitable objectives and ethics</li> <li>• Open, balanced and fair</li> </ul>	