

Fundraising Officer Job Description

Job Title: Fundraising Officer

Reports to: Treasurer (1st) and the Trustee board (2nd)

Location: Barnsley Foodbank Office, Wombwell Barnsley

Flexible working to occasionally attend external meetings and events within the UK; and occasional evening and weekend work.

Contract terms: One-year fixed term contract, part time (22.5 hours per week)

Notice period: 4 weeks

Salary: £26,812.50 pro rata, based on 22.5 hours per week

Overview of Barnsley Foodbank

Barnsley Foodbank Partnership opened over 11 years and is part of the Trussell Trust network – a nationwide network of food banks which together provide emergency food and support to people locked in poverty and campaign for change to end the need for food banks in the UK. Our vision is that no one in Barnsley goes hungry.

Job Purpose: Fundraising Officer

The Fundraising Officer position is responsible for proactively driving fundraising growth from new and existing supporters (predominantly with individuals and corporate partners) generating the income that will enable our ambitious organisational strategy. The position also plays a significant role in strengthening support through community engagement activities, including with schools, community associations and corporate groups.

This is an exciting opportunity to help Barnsley Foodbank realise it's vision that no one in Barnsley goes hungry.

You will be working at the heart of our community to bring our cause to life and build lasting donor relationships with old and new supporters.

Key responsibilities

- To identify and submit applications to potential grant funders who indicate that they offer support for foodbank and community activity.
- Proactively identify, engage and build good relationships with prospective corporate donors, successfully securing them as funding partners. Alongside this you'll deepen engagement and grow our relationships and partnerships with existing corporate donors.

- Work with colleagues across Barnsley Foodbank, to develop authentic, compelling, creative and winning grant funding and partnership proposals that can successfully engage corporate partners and align with their needs, motivations, areas of interests and values.
- Design and deliver excellent, engaging and regular stewardship communications and powerful fundraising appeals alongside establishing the associated data and systems. You will grow our income and pool of individual supporters making one off or monthly donations. You'll also explore and implement ways of promoting Barnsley Foodbank to successfully attract an ever-greater number of individual donors.
- You'll proactively build new fundraising relationships with local community groups, associations and schools in and around Barnsley.
- Evolve, develop, monitor and manage a fundraising portfolio capable of generating in excess of £150,000 per annum. You'll establish a fundraising pipeline, including a range of KPI's (Key Performance Indicators) that can be tracked and that will enable you to make informed projections regarding future income.
- Forge strong relationships with colleagues across the wider Trussell Trust network, sharing best practice and learning from other charities across the network. As part of a network 'learning set', you'll proactively take advantage of any fundraising training and skills development opportunities and engage with any joint fundraising opportunities.
- You will engage with the Communications and Development Officer to ensure that social media is used to engage with funding partners and also used to promote the financial needs of the project. You will ensure donors receive regular stewardship communications that bring the Barnsley's work and impact to life so that donors keep engaged with our work.

General

- Abide by organisational policies, codes of conduct and practices
- Cultivate and uphold positive relationships with internal and external stakeholders, including staff and volunteers, demonstrating our core values of kindness, fairness, gratitude, and respect at all times
- Support and promote diversity and equality of opportunity in the workplace
- Attend regular team meetings, supervision sessions and performance reviews. A minimum Key performance indicator of £150,000 per year has been set for this post.
- Undertake learning and development activities as appropriate and as agreed with the position's line manager
- Flexibility to carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position

Person specification

Essential qualifications, skills, and experience:

- Experience as a fundraiser and a proven track record of fundraising success with individuals, businesses and/or community fundraising.
- Excellent written and verbal communication and relationship management skills, including the ability to inspire and motivate existing and prospective supporters, provide excellent stewardship and craft compelling and winning funding proposals and appeals.
- Experience of setting, managing and reporting against fundraising priorities
- Strong IT skills
- A tenacious and enthusiastic approach and the ability to embrace, develop and shape a new role. You'll be well organised, proactive, and a self-starter who is able to self-motivate to plan, prioritise and manage your workload.

Desirable qualifications, skills, and experience

- Knowledge of the Fundraising Regulator's Code of Fundraising Practice
- Experience of costing projects for grant applications
- Experience of monitoring and evaluating outcomes of grant and bid applications

The person appointed will be based at the Wombwell hub. They will need to be able to travel independently, however it will not be necessary for them to be a car owner or driver. If they are a car driver, they must have no more than 6 penalty points on their licence.

To request an application pack, please get in touch via manager@barnsley.foodbank.org.uk or 01226 593787.

Closing date: **Monday 17th February at 12 noon.**