



## Community fundraiser Job Description

**Southend Foodbank is part of the Trussell Trust network of foodbanks. The charity began in November 2013 and we have 8 distribution centres across Southend and Rochford. In the last year we provided over 20,000 food parcels. We are looking to recruit a community fundraiser to support our growing operations.**

**Responsible to:** Foodbank Project Manager

**Responsible for:** Generating community fundraising income

**Salary:** £25,000/year pro rata to £16,667

**Temporar:** 1 year contract

Intro:

- This is an exciting opportunity to help Southend Food Bank realise it's vision of working towards a hunger-free future
- In order to realise this ambition and maintain a sustainable organisation, we need to grow our annual fundraised income from £50,000 to in excess £80,000 per annum.
- Through this new organisational role, you'll proactively create and grow fundraising income, reach and encourage support from individuals, local businesses, schools, clubs and community groups and associations within and around Southend.
- You'll be at the heart of our local community, bringing our cause to life and building lasting donor relationships. You'll have first-hand experience of fundraising and the capacity to create, craft and deliver compelling funding proposals and appeals that successfully engage and attract donations from new and existing supporters.

Key Responsibilities:

- You'll proactively identify, engage and build new fundraising relationships with local businesses, community groups, associations and schools in and around Southend. Alongside this you'll deepen engagement and grow our relationships and partnerships with existing donors and supporters.
- You'll explore and implement ways of promoting Southend Food Bank (both offline and online) to successfully attract an ever-greater number of individual donors making one off or regular monthly donations. You'll ensure donors receive regular stewardship communications that bring the Southend foodbank's work and impact to life and that keep individual donors engaged.
- You'll explore and deliver fundraising events and appeals, such as a Christmas appeal, that can engage, galvanise and raise money from local individuals, businesses, community groups and associations.

- You'll generate and provide regular information on fundraising activity, progress and income projections to the Southend Food Bank leadership team. You'll also work closely with an external consultant who has responsibility for Trusts and Foundations fundraising.
- You'll forge strong relationships with colleagues across the wider Trussell Trust network, sharing best practice and learning from other charities across the network. You'll proactively take advantage of any fundraising training and skills development opportunities and engage with any joint fundraising opportunities.

#### Skills

- You'll have experience of fundraising success with individuals, businesses and/or community fundraising.
- With excellent written and verbal communication and relationship management skills, you will inspire and motivate existing and prospective supporters, providing excellent stewardship and crafting compelling and winning funding proposals and appeals.
- Basic graphic design skills eg the use of Canva to produce social media posts, posters, invites etc.
- You'll have experience of setting, managing and reporting against fundraising priorities.
- You'll be tenacious and enthusiastic and able to embrace, develop and shape a new role. You'll be well organised, proactive, and a self-starter who is able to self-motivate.
- You'll be able to demonstrate empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.
- Proven track record of achieving fundraising growth
- Knowledge of fundraising compliance and best practice and Data Protection regulations
- Flexible working hours, will include occasional evening and weekends
- Access to own transport
- Honesty and integrity
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
- Comfortable talking with and to churches