



**Rainham
Foodbank**
First Floor
Mick Fury House
Lowen Road
Rainham
Essex
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Job Title:	Fund Raising Manager
Responsible to:	The CEO
Working hours:	Part – time for 16.25 hours per week – open to some flexibility
Location:	Rainham Foodbank, 2 nd Floor, Mick Fury House, Lowen Road, Rainham RM13 8HT
Salary:	£22,500
Our Vision	<p>This is an exciting opportunity to help Rainham Food Bank realise it’s vision/ambition of a future where emergency food parcel is no longer needed. Rainham is a strong community where people feel connected and thrive – a place for all.</p> <p>A Rainham where people have the resources, they need to sustain themselves and their families.</p>
Introduction	<p>In order to realise this ambition, we need to generate year to year incremental annual surplus for sustainability of Rainham Foodbank operations and projects.</p> <p>Through this new organisational role, you’ll proactively create and grow fundraising income opportunities with individuals, community groups and grant giving trusts and foundations. You’ll be at the heart of our local community, bringing our cause to life and building lasting donor relationships.</p> <p>Through your fundraising expertise, you will have a proven track record of building relationships with individuals, community groups, trusts and foundations and other donors to achieve and exceed annual income targets and KPI’s. You’ll have the capacity to create and craft compelling proposals and appeals that successfully engage and attract donations from new and existing supporters.</p>
Specific Responsibilities:	<ul style="list-style-type: none"> • Through the design and delivery of excellent, engaging and regular stewardship communications and powerful

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Your organisation and key contact data will be stored digitally in the food bank data system. It will only be used to contact you regarding food bank activity and people you have referred to the food bank. It will not be shared with any third parties. A full data privacy statement for referral agencies is available from the food bank on request.

	<p>fundraising appeals, 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 Rainham Food Bank across the community to successfully attract an ever-greater number of individual donors.</p> <ul style="list-style-type: none"> • You'll engage with local community groups, associations, events, schools and businesses in order to grow Rainham Food Bank's community fundraising reach and income. • Through excellent, comprehensive and considered research, you'll identify and prioritise a pool of potential Trusts and Foundations funders for Rainham Food Bank and, working with colleagues, you'll develop authentic, compelling, creative and winning funding bids that can successfully engage new and existing Trusts and Foundations funders. • You'll work closely with and support the CEO of Rainham Food Bank in maintaining and evolving the existing relationship with neighbouring Trussell Trust food banks across London, seeking and pursuing joint trusts funding opportunities. • You'll establish a fundraising pipeline, including a range of KPI's that can be tracked and that will enable you to make informed projections regarding future income. • 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.
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<p>Skills</p> <ul style="list-style-type: none"> • You'll have good, established experience of individual giving, community fundraising and Trusts and Foundations 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. • You'll have experience of setting, managing and reporting against fundraising KPI's. • You'll be tenacious 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. • Strong leadership and team management abilities • Excellent communication and interpersonal skills • Proficient in donor management software and fundraising platforms • Strong analytical and problem-solving skills • Ability to work independently and collaboratively in a fast-paced environment 	
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SAFEGUARDING:

- Be aware of any safeguarding concerns with regards to vulnerable participants and volunteers through regular discussion with each party.
- Be vigilant for signs of abuse or mistreatment.
- Communicate all safeguarding concerns to the Safeguarding Lead at the earliest opportunity and as a matter of urgency.

Other Responsibilities:

- Produce monthly reports for the CEO and Trustees as required.
- Develop and implement a comprehensive fundraising strategy to meet the financial goals of the organization.
- Identify potential funding opportunities and create action plans to secure them.
- Conduct research to identify and analyse potential donors and partners.
- Attend team leader meetings as required
- Present fundraising updates to the senior management team and board of directors
- Prepare regular reports on fundraising activities, progress towards goals, and financial Performance
- Communicate or report difficult situations at work to the CEO.

About you:

- Passion for the mission and values of the organization
- Strong Team player
- High level of integrity and professionalism
- Strategic thinker with a proactive and innovative approach
- Strong organizational and time management skills
- Excellent communication skills
- Empathetic
- Has an eye for detail
- Organised and self-motivated, and able to carry out responsibilities with minimum supervision
- Confident recording, handling and analysing data
- Confident IT user

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PERSON SPECIFICATION:

Appointment will be subject to a satisfactory DBS check, references, and the right to work in the UK

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Bachelor's degree in nonprofit management, business administration, marketing, or a related field.• A Master's degree or CFRE certification is preferred.	
Experience	<ul style="list-style-type: none">• Minimum of 5 years of experience in fundraising, with a proven track record of securing major gifts, managing campaigns, and planning events.	
Personal Qualities	<ul style="list-style-type: none">• Good communication skills.• Energy.• Self-motivated.• Resilient.• Perseverant.• Hardworking.• Compassion.• Likability.• Integrity / honesty• Emotionally intelligent• Optimistic• Socially confident• Passionate	

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Application Process:

To apply, please submit your resume, a cover letter detailing your relevant experience and achievements, and contact information for two professional references through Charity Job by 16th August 2024 at 5 pm.

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