

Cirencester Foodbank: Fundraising & Community Relations Manager

Responsible to: Head of Foodbank

Management Responsibility: Foodbank fundraising and communications volunteers and community champions

Hours: 20-37.5 hrs per week to be considered

Salary: £35,000 p.a. (pro rata)

Based: Cirencester, Gloucestershire

Role purpose

In this new role, you'll create and grow fundraising opportunities from businesses, individuals, community groups and grant-giving trusts and foundations to help Cirencester Food Bank realise its aim of ending food poverty.

You'll be at the heart of our local community, bringing our cause to life and building lasting relationships with our stakeholders and the wider Cotswolds Community.

Responsibilities

- You'll identify and prioritise a pool of potential Trusts and Foundations funders for Cirencester 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 Head of Cirencester Food Bank and the Foodbank's Treasurer in maintaining and evolving existing relationships, and seeking and pursuing new funding and grant opportunities.
- You'll engage with local community groups, associations, events, schools and businesses in order to inform and educate on the causes of, and solutions to food poverty and to grow the Foodbank's community fundraising reach and income.
- Utilising the knowledge gathered from the local community and the Foodbank, you will provide input into relevant stakeholder groups to help end the need for foodbanks.
- You'll generate and distribute communications to stakeholders and community groups about the work of the Foodbank, which will include: marketing and information brochures, the Foodbank's annual food poverty report and other external messaging in written, published social and electronic formats
- You'll represent the Foodbank at community events to ensure effective sharing of the work of the Foodbank, and to develop relationships
- Capitalising on your community connections in the local area, you will support the Foodbank's Operations Manager in raising awareness of the need for food donations if stocks become critically low, or for key campaigns around Harvest and Christmas.
- You'll work with colleagues to support client engagement to ensure stories and case studies are captured which help illustrate the charities impact, issues that lead people into food poverty and enable further advocacy, which can then be shared with funders and the wider community.
- To enable fundraising and community relationship activities, you will maintain the Foodbank's customer relationship management systems
- You'll produce fundraising and community relations reports to agreed deadlines

Key Skills and Experience:

- You'll 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 Key Performance Indicators.
- You'll have the capacity to create and craft compelling proposals and appeals that successfully engage and attract donations from new and existing supporters.
- You'll have strong experience of corporate partner and individual giving 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.
- Your strong IT skills will enable you to use and develop the Foodbanks systems to maximise fundraising impact and community engagement.
- You'll have an understanding of other areas of fundraising, such as grant giving trusts and foundations fundraising and fundraising from community groups and associations.
- 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.
- You'll be competent and experienced with software and databases necessary to perform the activities of the role