

<b>Job title:</b>	Fundraising Lead for FareShare GM
<b>Reporting to:</b>	Head of Development, FareShare GM
<b>Hours:</b>	22.5 hours
<b>Contract:</b>	Permanent
<b>Salary:</b>	Pro rata of £25,350
<b>Terms:</b>	Pro rata of 22 days' holiday plus birthday off, 3% contributory pension
<b>Works with:</b>	Development team, Operations team, Senior Leadership Team

### About FareShare Greater Manchester

FareShare Greater Manchester is the region's largest food redistribution charity, fighting food poverty and hunger by tackling waste. We source good quality food that is surplus to requirements from retailers and manufacturers. Our staff team works with an army of volunteers to help redistribute the food to over 250 frontline charities and organisations including schools, community centres and other organisational beneficiaries who support individuals and families including people who are homeless, on very low incomes, and those who are socially isolated.

### Job Purpose

To develop relationships with funders and donors to secure ongoing financial support, build the brand of FareShare Greater Manchester and engage more followers to broaden and deepen our positive impact.

### Main Responsibilities:

#### Fundraising

- Work with the leadership and development team to develop and implement our fundraising strategy.
- Research prospective funders and write funding bids and initiatives including supporting individual giving.
- Develop and maintain strong relationships with existing funders through regular communication and site visits where possible.
- Produce reports for funders liaising closely with the finance team, including social value and environmental reporting.
- Ensure timely and accurate completion of all administration necessary for funders and donors.
- Liaise with the wider team to deliver fundraising campaigns, events, and appeals. This may include liaising with other stakeholders to source pro bono support e.g. professional services or raffle prizes.

#### Other responsibilities

- Work collaboratively with the whole team including volunteers.
- Support the work of the FareShare Operations and Development teams by answering the phone, responding to customer enquiries and concerns, hosting site visitors, etc.
- Undertake other task(s) required to ensure the smooth running of FSGM including, for example, providing occasional cover for Food Allocations and Warehouse teams.

## Person Specification *put this in a table?*

### Essential Experience

- Experience of undertaking fundraising in some capacity
- Enthusiasm for fundraising, a creative thinker, with proven prospect research skills.
- Experience of prospect research, donor outreach and relationship building.
- Excellent verbal and written communication skills, able to express complex ideas in simple and effective language.
- Excellent admin skills and a strong attention to detail.
- Proven project management skills in order to manage multiple projects at the same time.
- Ability to present and assess data effectively, using it and operational experiences to form informed opinions and advise managers and other colleagues.
- Strong IT competence, including the use of Microsoft Office programmes, particularly Word, Excel, Outlook and PowerPoint.
- Numerate with high levels of accuracy.
- Willing to travel in the Greater Manchester area

### Personal Qualities

- Proven ability to develop effective and productive working relationships at all levels, utilising those relationships to influence outcomes.
- Ability to work calmly and maintain a disciplined approach to the task under the pressure of deadlines and/or changing objectives.
- Able to be fully productive without being prompted, producing good quality work within own abilities.
- Able to identify issues within own area of work and take appropriate action.
- Ability to self-motivate and work individually and as part of a team, supporting and motivating colleagues as needed.
- Ability to develop a sense of common purpose, promoting mutual respect between team members.
- Committed to the 3Rs (Reduce, Reuse, Recycle) of sustainable waste management.
- Committed to EMERGE's Mission, Vision and Values.
- Committed to diversity and inclusion.

### Desirable

- Knowledge of using online/digital platforms for fundraising and communication e.g. Just Giving etc.
- Experience of working in other areas of fundraising such as events or individual giving.
- Experience of working in the not-for-profit sector and/or in small community projects including working with a range of disadvantaged groups e.g. disabled people, BME (Black and Minority Ethnic) communities.



## Mission, Vision, and Values

Mission	Vision
<p>Together we make a real difference, inspiring change by:</p> <ul style="list-style-type: none"> <li>• rescuing valuable resources and</li> <li>• improving lives</li> </ul>	<p>Working hard to make our world a better place</p>
Values	
<p>We have <b>integrity</b>.</p> <p>We <b>value difference and diversity</b> and treat everyone <b>respectfully</b>.</p> <p>We <b>pioneer</b> innovative solutions.</p> <p>We are <b>accountable</b>.</p> <p>We <b>influence</b> social and environmental change.</p>	