



Job description – Income Generation & Fundraising Director

Job title	Income Generation & Fundraising Director
Hours / contract	Flexible 25 to 30 hours per week (part-time), Hybrid – Swindon based. Permanent. Full-Time hours will also be considered for an exceptional candidate.
Salary	£31,621 (30 hours per week) or £26,350 (25 hours per week)
Location	Swindon (with some evening/weekend work depending on events calendar).
Reporting to	CEO
Purpose	To design, deliver and secure a multi-stream recurring income generation strategy, manage charity-wide philanthropy, and strengthen long-term financial resilience

Recruitment Process

- **Closing Date: Sunday 3rd May 2026**
- Interview Date: Friday 8th May 2026
- Application process: CV and up to two-sided A4 cover letter.
- Email to HR@SwindonFoodCollective.org

- DBS Basic Required
- Driving License Required
- Two references, at least one from an organisation / individual who can provide a testimony of previous corporate income generation experience.
- Start Date: ASAP.

About Swindon Food Collective

Swindon Food Collective is an independent food bank serving Swindon and the surrounding area. Our mission is to reduce the impact of food poverty on people in crisis in the Swindon and district area. We provide emergency food and essential items, working with a wide network of referral agencies and supporters.

Please see our website and social media pages for more information.

www.swindonfoodcollective.org



Key responsibilities

Strategy and planning

- Develop and deliver a 12–24-month income generation plan aligned to SFC priorities and the Trustee Strategy & Fundraising Committee.
- Build a balanced income mix (corporate, philanthropy, trusts, community and digital where appropriate), with clear targets and resource assumptions.
- Produce compelling cases for support and pitch materials tailored to different audiences.

Corporate partnerships and sponsorship

- Identify, cultivate and secure corporate partnerships and sponsorships (including 'charity of the year' and payroll giving where feasible).
- Design partnership packages (benefits, brand alignment, staff engagement, volunteering) and manage delivery and stewardship.
- Work closely with the Brand Ambassador & Events Manager to convert event leads into partnership conversations.

Philanthropy, major donors and relationship fundraising

- Build and steward relationships with high-value supporters, ensuring excellent donor care and personalised stewardship.
- Manage a prospect pipeline (research, cultivation plans, asks, stewardship and renewals).
- Coordinate CEO and trustee involvement in high-value relationships where appropriate.

Trusts, foundations and grant fundraising

- Own the trusts and foundations pipeline, from identifying funders to writing compelling bids and submitting applications.
- Coordinate impact evidence and data collection across SFC to strengthen applications and reporting.
- Complete and undertake all funding and grant applications (corporate and public sector) in a timely fashion and ahead of relevant deadlines. Report funding progress to stakeholders.
- Ensure timely and high-quality funder reporting and relationship management.

Performance management, systems and compliance

- Manage income forecasting, budgeting and ROI tracking; set and monitor KPIs and provide clear reporting to CEO/Board.
- Maintain accurate records in the CRM (or agreed system), ensuring GDPR compliance and strong data quality.
- Ensure fundraising activity aligns with relevant fundraising standards and ethical practice.



Leadership and organisational contribution

- As an SMT
- member, contribute to organisational planning, budgeting and risk management.
- Work collaboratively across operations and volunteering functions to ensure fundraising promises align with delivery capability and safeguarding requirements.
- Coach and support colleagues and volunteers who contribute to income generation activity.

Person specification

Essential

- Proven track record of delivering significant income growth through fundraising, partnerships or business development.
- Experience developing and implementing an income generation strategy across multiple streams (e.g., corporate, trusts, major donors, individual giving).
- Familiarity with Grants and Funding Application Processes from Local Councils (Swindon & Wiltshire – preferably)
- Experience acquiring funding via Charitable and Corporate Foundations
- Strong relationship-building and influencing skills with senior stakeholders.
- Excellent written skills (cases for support, bids, grants, proposals, reports).
- Commercial acumen: confident with budgets, forecasting, KPIs and ROI monitoring.
- Ability to work at pace in a small charity and be both strategic and hands-on.
- High integrity and commitment to ethical fundraising and data protection.

Desirable

- Experience in food poverty, social welfare or a comparable community-based charity environment.
- Digital acquisition/individual giving experience (email, social, paid digital) and working with agencies.
- Experience presenting to Boards/committees and working effectively with trustees.

Key performance indicators (KPIs)

- Income: delivery of additional revenue per annum (phased targets agreed with CEO/Trustees).
- Pipeline health: value, stage progression, conversion rate and stewardship actions completed.
- Diversification: growth across at least 3 income streams with reduced dependency on any single source.
- Quality: strong donor retention/renewal and positive stakeholder feedback.
- Governance: timely reporting and full compliance with GDPR and fundraising standards.