

## Hartlepool Fundraiser – Job Description

### Contract & Hours

- 12-month fixed-term contract.
- 18.5 hours per week (74 hours over a four-week period), with flexible working options.
- Expected availability Tuesday–Friday (agreed with Coordinator).
- 12.5 days annual leave (5 weeks) plus public holidays.
- Salary: £15,180 per annum + 7.5% pension contribution.

### About the Role

Hartlepool Foodbank has been making a difference to people in need for over a decade. In this vital role, you will develop and grow fundraising activity to secure the financial sustainability of Hartlepool Foodbank. You will build relationships, create funding bids, and inspire the local community and donors to support our mission. Support will be available from our close knit team of staff and trustees. Working with Trussell, you will also receive ongoing support from specialists in grant application writing and fundraising. You will enjoy the flexibility of hours and hybrid work as well as working with our supportive team of passionate and engaged people. As well as a competitive salary and pension package, you will take great satisfaction in working with our small team in making a long lasting positive impact on the foodbank and the community we serve.

### Key Priorities

- Grow income from Trusts & Foundations through research, prioritisation and high-quality funding applications.
- Steward existing private donors with regular engagement, updates and compelling impact stories.
- Deliver fundraising campaigns and seasonal appeals (including a major Christmas appeal).
- Increase individual giving through online and offline promotional activity.
- Connect with colleagues across the Trussell Trust network to share best practice and access training opportunities.

- Plan and deliver local fundraising events to engage individuals, community groups and businesses.
- Monitor activities and expenditure to fulfill requirements of successful funding grants.

### **Community & Donor Engagement**

- Build strong relationships with local community groups, schools, faith groups and businesses.
- Promote Hartlepool Foodbank locally to widen community fundraising reach.
- Proactively identify new partnership opportunities.
- Strengthen donor loyalty through consistent communication and appreciation.

### **Long-Term Development**

- Grow support from Hartlepool's business community through partnerships, sponsorship and regular giving.
- Build lasting corporate relationships that place the Foodbank at the heart of the local business community.