

Partnerships & Development Manager

Overview

St Albans & District Foodbank (SADFB) is an independent local charity in the Trussell network. We run nine centres providing three-day emergency food parcels and hygiene essentials for people facing hardship and, through our More than a Foodbank, on-site income/debt advice with St Albans Citizens Advice and Hertfordshire Mind. Our mission is to end the need for food banks by helping people move beyond hardship with dignity and respect

Role Purpose

Working alongside the CEO and Communications & Engagement Lead, the Partnerships & Development Manager will grow sustainable support for St Albans & District Foodbank through corporate partnerships, community fundraising, trusts and foundations, donor stewardship and strategic relationship management. The postholder will identify opportunities to increase income, strengthen community partnerships and develop long-term supporter relationships that enable the Foodbank to reach more people experiencing hardship.

This role is an exciting opportunity to shape and grow a new function within the Foodbank and play a key role in delivering our vision of More Than a Foodbank.

Organisation: St Albans & District Foodbank (SADFB)

Reporting to: CEO

Hours: Part-time (15 hours) with occasional evenings or weekends.

Location: Office and various Foodbank locations.

Salary : £16,000 per annum (£40,000 FTE)

Contract: 12-month fixed-term contract (with the intention to extend, subject to funding).

Key responsibilities

Corporate Partnerships

- Develop tailored partnership opportunities that create value for both supporters and the Foodbank.
- Develop and deliver a 12-month fundraising plan aligned with our strategic goals: to encourage repeat support and long-term relationships.
- Identify and secure new business partnerships.
- Develop sponsorship opportunities and employee engagement programmes with local businesses.

- Build relationships with local employers and stakeholders.
- Arrange meetings, presentations, warehouse visits and Foodbank tours.
- Coordinate corporate volunteering.
- Provide excellent stewardship to encourage long-term support.

Community Fundraising

- Develop opportunities for schools, churches, community groups and local organisations to support the Foodbank through fundraising, volunteering and awareness activities.
- Support third-party fundraising initiatives.
- Work closely with the Communications & Engagement Lead to convert campaigns and community interest into meaningful support.
- Increase community participation and supporter engagement.
- Represent the charity at networking and fundraising events.

Donor Stewardship

- Lead the stewardship of supporters, ensuring every donor, volunteer and partner has an excellent experience of supporting the Foodbank.
- Support regular donor communications and thank-you processes.
- Coordinate impact updates and stewardship events.
- Maintain donor records and fundraising pipelines.

Fundraising Development

- Support trust and foundation applications.
- Assist with grant monitoring and reporting.
- Research new funding opportunities and emerging income streams.
- Support unrestricted income generation.

Insight & Development

- Monitor income trends, supporter engagement and partnership activity, using insight to recommend improvements and identify future opportunities.
- Produce KPI reports and maintain accurate supporter records.
- Recommend improvements and identify new opportunities.

Person Specification

Essential

- Experience in relationship fundraising, business development or partnerships.
- Experience managing corporate partnerships and community fundraising.
- Excellent networking, presentation and relationship-building skills.

- Strong organisational and project management skills.
- Experience using and producing reports.
- Excellent written and verbal communication skills.
- Ability to represent the charity externally.
- Strong IT skills (Office/Google Workspace), donation/fundraising platforms, Meta Business Suite; quick to learn new software.
- Line management of staff/volunteers and or managing agencies
- Analysis & reporting, track KPIs (income, engagement, web), interpret results and recommend improvements to maximise impact.

Desirable

- Charity sector experience.
- Trust and grant fundraising experience.
- Experience working with volunteers.
- Knowledge of the Trussell network and Foodbanks

Behaviours

- **Values-led:** Commitment to the values of SADFB.
- **Collaborative:** Strong team player keeps colleagues updated; works well across centres/partners.
- **Confident communicator:** Able to seek and balance a range of views and stakeholders, influencing where required.

Additional information:

- This job description outlines key tasks and responsibilities. It is not exhaustive and should be regarded with flexibility to meet the organization's changing needs.
- The job description will be reviewed annually with the postholder as part of the appraisal process. Any amendments will be made with the CEO's agreement.

Equity, Diversity and Inclusion (ED&I)

- SADFB is committed to creating an environment where all individuals are valued and can achieve their full potential.
- Clients and their families have the right to be treated fairly and routinely involved in decisions that affect the support they receive. Food bank staff and volunteers have the right to be treated in an environment where diversity is valued, and equal opportunity protected.

Safety, Health, Environment and Fire

- SADFb is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing and safety.
- The post holder is to manage and assess risk within their area of responsibility, ensuring adequate measures are in place to protect staff, volunteers & clients.
- All personnel have a duty to take reasonable care of health and safety for themselves, colleagues and clients they work with.

Confidentiality

- SADFb is committed to a confidential service. Clients entrust us to support them, and they have the right to expect that all information is kept confidential. Private information concerning the management of the Foodbank should also be kept confidential.

Quality and Continuous Improvement

- To preserve and improve the quality of SADFb outputs, all staff are required to think not only of what they do but how they achieve it. By continually re-examining our processes we seek to develop and improve the effectiveness of the way we work. We promote a culture of continuous improvement where everyone is encouraged to make suggestions and contributions to improve our service delivery and enhance client experience.

Managing information

- All staff should use technology and appropriate software as an aid to planning, implementing and monitoring client support and in presenting and communicating information.

Learning and Development

- The effective use of training and development is fundamental in ensuring staff and volunteers are equipped with a broad range of skills, knowledge, attitude and competence to perform their role. It is expected that the post holder will assess their own learning needs and those reporting to them and to provide and undertake training & development opportunities as appropriate.
- The post holder will seek to mentor team members, share good practice and inform others about current and future developments.

Collaborative Working

- The post holder is expected to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. The

post holder will prioritise their own workload and ensure effective time management strategies are embedded.

- Teamwork is essential in a diverse team and the post holder is to work as an effective and responsible team manager & member, supporting others and exploring mechanisms for new ways to working.