



## Trusts and Foundations Manager Candidate Information Pack

## Key Information

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|--------------------------|--|
| <b>Job Title</b>         | Trusts & Foundations Manager   |
| <b>Department / Team</b> | Fundraising Team   |
|                          |  |
| <b>Responsible to</b>    | Head of Fundraising  |
| <b>Contract type</b>     | Permanent  |
| <b>Hours of work</b>     | Full-time 37.5 hours per week (excluding 30-minute lunchbreak), with three days in the office. Open to four days a week for the right candidate. |
| <b>Salary</b>            | Between £38k - £46k, based on experience   |
|                          |  |
| <b>Purpose of role</b>   | Securing new income from Trusts & Foundations and managing a range of existing donors.   |

## About City Harvest

Since 2014, City Harvest has been rescuing food to feed people and protect the planet.

People across the UK are experiencing unprecedented levels of food poverty. The cost-of-living crisis caused food prices to increase by 25%, and 8 million people are now food insecure. Many families who have previously never had to worry about where their next meal was coming from are now struggling to put food on the table. With so many families pushed into food poverty, more people are turning to food banks and charities.

At the same time, one-third of the food produced in the UK never reaches a plate. The London food industry throws away enough surplus food to create 13.3 million nutritious monthly meals, more than enough to feed every person struggling to eat in the city.

City Harvest solves food poverty and food waste across London. **Every week, we rescue over 100 tonnes of surplus food from the food industry. Our staff and volunteers sort and package this food, and our vans deliver it, free of charge, six days per week to over 375 community partners across 30 London boroughs.** We provide over 1.1 million meals monthly, and 43% of our deliveries are fresh fruit and vegetables.

## Key Deliverables

### Fundraising research, proposal writing and income generation

- Work with the Senior Trusts and Foundations Manager to deliver City Harvest's ambitious targets for Trusts and Foundations income in 2024/5 and beyond.
- Build a strong pipeline of new donors who have the potential to support City Harvest, with a focus on those previously unknown to the charity.
- Proactively research and explore new avenues for funding, ensuring the most effective approaches are made.
- Prepare and deliver targeted funding applications to trusts and foundations (including corporate foundations), working closely with key organisational stakeholders.
- Develop, maintain, and tailor a template application for comprehensive submission to smaller trusts and foundations.
- Work with the Senior Trusts & Foundations Manager to develop fresh, up-to-date content and insights for applications and reports.

## Donor reporting and administration

- Maintain ownership of trust and foundation accounts, as agreed with the Senior Trusts and Foundations Fundraising Manager.
- Meet all monitoring and reporting requirements for donors efficiently.
- Ensure internal systems and processes are kept up to date for strong donor management.
- Develop effective record-keeping systems to support reporting to donors.
- Work with the Communications and Community Impact teams to maintain an up-to-date bank of City Harvest stories and case studies for use in fundraising applications and updates.
- Manage Trusts & Foundations leads from other teams, establishing criteria fit and keeping them updated on progress.

## Build positive relationships with funders

- Build and maintain strong relationships with key stakeholders at trusts and foundations.
- Support colleagues in engaging appropriately with funders, providing briefs and background information.
- Support the leadership team in building individual relationships with key donors where appropriate.

## Strategy & planning

- Work with Senior Trusts & Foundations Manager & Head of Fundraising to develop an organisational case for support and a range of highly fundable initiatives for City Harvest.

## Person Specification

| Education & Training  | Essential | Desirable |
|---|-----------|-----------|
| Chartered Institute of Fundraising – Trusts & Foundations   |           | X         |
| Experience & Knowledge  |           |           |
| Experience working in Trusts & Foundation's fundraising for at least two causes                                 | X         |           |
| Proven track record of successful income generation and delivering against targets                              | X         |           |
| Demonstrable experience in proposal writing   | X         |           |
| Experience in applying for corporate foundations  |           | X         |
| Experience building relationships with donors and senior stakeholders   | X         |           |
| Good experience in report writing demonstrating grant impact  | X         |           |
| Experience in maximising T&F income from long-term funders  |           | X         |
| An understanding of the issues of food poverty and food waste   |           | X         |
| Commitment to the core values and ethos of City Harvest   | X         |           |
| Skills & Abilities  |           |           |
| Excellent written communication skills – translating complex work into accessible content for funding proposals | X         |           |
| Good communication skills   | X         |           |
| Ability to collaborate with multiple teams  | X         |           |
| Strong administration skills, time management and problem-solving skills  | X         |           |
| Knowledge of the fundraising landscape in the UK  | X         |           |
| Experience of CRM databases   | X         |           |
| Proficient in Microsoft Office  | X         |           |

## Working at City Harvest

“Trust and Foundation income is vital to City Harvest, making up over 30% of our total revenue. We are now seeking a second trust and foundations fundraiser to help us raise significant new income from unexplored Trusts & Foundations. We have been working as a small team of three (recently four) and will hit our £4m income target this year. However, thanks to investment from our very engaged Board of Trustees, we will expand to eight fundraisers very soon, as City Harvest has so much potential. Now is a great time to join City Harvest and be an integral part of our ambitious plans.

**Donna Beetham, Head of Fundraising**

“I have been at City Harvest for three years, leading our Trusts & Foundations income stream. Since the COVID-19 pandemic, City Harvest has built strong long-term relationships with some wonderful T&F supporters. Still, we know there is so much untapped income if we have the resources for more proactive research and applications. Following my recent promotion to Senior Trusts & Foundations Manager, I look forward to working closely with this new role to grow our grants income significantly.”

**Charlie Loveday, Senior Trusts & Foundations Manager**

## How to Apply

City Harvest London is an equal opportunity employer; candidates are selected based on their abilities and merits to perform the tasks required. Our policy is to be fair and consistent in all aspects of our organisation.

We recognise respect and value differences and diversity; we embrace equality as part of our ways of working because we believe that it is the right thing to do for our people, our community, and our success.

By clicking on this link, please apply by submitting a copy of your Curriculum Vitae (CV) and a cover letter highlighting your suitability for the position and why you are interested.

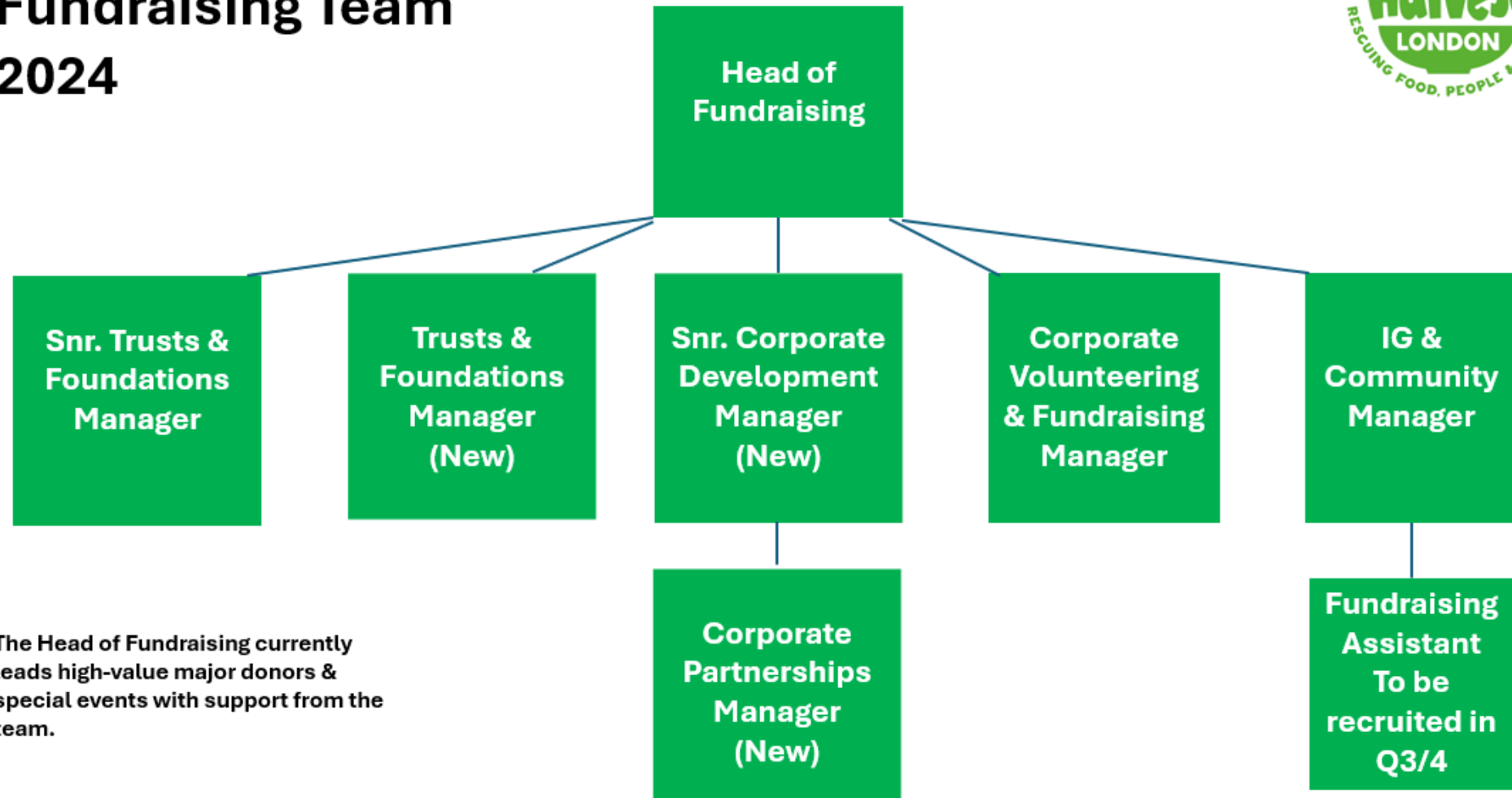
For any queries, please get in touch with Suzie Groves at [suzie@aawpartnership.com](mailto:suzie@aawpartnership.com).

Closing date: Wednesday 3<sup>rd</sup> April, 9.00 am.

Interviews: The first round will be on Wednesday, April 10th, and, for those progressing further, a second round will be on Monday, April 15th.

**Please note that we will assess applications as soon as they arrive, so please apply early.**

# City Harvest Fundraising Team 2024



The Head of Fundraising currently leads high-value major donors & special events with support from the team.