Fundraising Officer – Job Description

Introduction

Warwick District Foodbank is a local, independent charity working as part of the Trussell network. Together, we provide emergency food and practical support to people facing hardship, while working towards a future where no one needs a foodbank.

Our foodbank is powered by a dedicated staff team of 10 people and a large network of 85 volunteers who are at the heart of everything we do. We support individuals and families across Warwick District by giving out food and other essential household items and by connecting people with advice and services to help address the underlying causes of poverty.

This is an exciting opportunity for a motivated and passionate individual to join our team and play a key role in growing our fundraising income to support people in crisis.

Key Details

- **Hours:** 20 hours per week; this role will require occasional evening and weekend working to support fundraising events
- **Location:** based at Unit 8, Trident Park, Poseidon Way, CV34 6SW, with regular travel throughout Warwick District and surrounding areas to attend events and meetings.
- **Salary:** £15 per hour (£15,600 per annum)
- **Holiday:** 5 weeks plus bank holidays (pro rata)
- **Contract:** Fixed term, initially 1 year (then subject to funding continuation)

About the Role

This is a new and important role focused on developing and growing fundraising income to help meet rising demand for our services and ensure our ongoing sustainability as a charity.

You will lead on community and events fundraising, building strong relationships with local supporters, individuals, schools, faith groups, and businesses. You'll play a key role in increasing awareness, engagement (including through digital channels), and long-term support for the foodbank.

Key Responsibilities

- Work with the Head of Foodbank to develop and deliver a fundraising strategy and set achievable income targets

- Identify and build relationships with new supporters, donors, and community partners
- Strengthen relationships with existing supporters to increase engagement and income
- Plan and deliver a programme of fundraising events and community activities
- Grow income from individual giving, including regular and one-off donations
- Develop partnerships with local businesses, including sponsorship and corporate support
- Create engaging fundraising campaigns and appeals to generate income
- Support the Warehouse Manager and Operations Coordinator with organising and running food donation appeals
- Develop and manage engaging content across the WDF website and social media channels to strengthen relationships with supporters, increase community engagement, and grow fundraising income
- Support grant applications for trusts and foundations as required by the Head of Foodbank
- Monitor and report on fundraising performance, income, and impact to the Head of Foodbank.
- Maintain accurate and up to date records of donors and supporters
- Research, implement and develop a suitable CRM system to keep accurate records of donors and supporters
- Engage with the wider Trussell network to share ideas and best practice, identifying opportunities to joint-fund partnerships through networking, fundraising training and skills development opportunities

Person Specification - key skills & experience

You will:	**Essential**	**Desirable**
have first-hand experience of fundraising, with a proven track record of fundraising success.	✓	
have the ability to create and deliver compelling fundraising activities that successfully engage individual supporters, local community stakeholders and encourage corporate supporters.	✓	
possess excellent written and verbal communication and relationship management skills, that will inspire and motivate existing and prospective supporters.	✓	

You will:	Essential	Desirable
have experience of cultivating and upholding positive relationships with internal and external stakeholders to develop lasting donor relationships.	✓	
be tenacious, enthusiastic and able to embrace, develop and shape a new role.	✓	
be able to demonstrate excellent organisational skills, time management and have an eye for detail and strong research skills	✓	
be proactive, and a self-starter.	✓	
be able to demonstrate alignment with our core values and empathy for people from disadvantaged, marginalised or socially excluded backgrounds.	✓	
have strong IT skills including confident use of shared drives such as Google Drive, using different programmes (e.g. Google sheets, Google docs), and	✓	
be confident in using a CRM database and social media platforms to engage supporters and promote fundraising activity	✓	
have experience of creating digital content (e.g. Canva, storytelling, campaigns)		✓
demonstrate excellent organisational skills, with the ability to manage time effectively.	✓	
have knowledge of the Fundraising Regulator's Code of Fundraising Practice	✓	
have experience of researching to identify potential donors and partners across a variety of fundraising streams.	✓	
have experience of implementing, maintaining and oversight of a fundraising strategy to meet the financial goals of the organisation.	✓	
have proven experience of corporate partnerships fundraising.		✓
have an understanding of GDPR and compliance re data handling.	✓	
have an understanding of safeguarding		✓
have an understanding of the causes and factors contributing to food insecurity and food poverty, and the need for crisis and more than food responses.		✓
have experience within the charity voluntary sector.		✓
have a full driving licence	✓	
have available vehicle to drive around the community		✓
have respect for, and willingness to uphold, the Christian ethos and values of the organisation in all aspects of the role	✓	