

FUNDRAISER

EFFECTIVE DATE	June 2023
ROLE REPORTS TO	Fundraising and Communications Manager
ROLE PURPOSE	As a Fundraiser, you will help to deliver the charity’s strategic plans and objectives by generating and growing income raised from grant-giving charitable trusts and foundations, and community fundraising activities.

KEY ACCOUNTABILITIES

1. To work collaboratively with the Fundraising Manager and a small team of volunteers.
2. To support in all aspects of securing funding from existing and new sources against the agreed fundraising plan, researching funders, building relationships, submitting bids and following them up.
3. To build, develop and nurture relationships with potential funders in order to maximise funding opportunities.
4. To engage with volunteers to help build and maintain a pro-active community fundraising team.
5. To be an ambassador for the Shrewsbury Food Hub, representing the charity at external events and to a range of stakeholders.
6. To ensure fundraising record-keeping is accurate and up to date.
7. To work closely with colleagues to ensure food redistribution data and other relevant key performance indicator data is captured and managed effectively.
8. To keep up to date and well-informed about food surplus and related issues.
9. To contribute to producing the charity’s annual report and promotional material.
10. To work within the Fundraising Regulator Code of Fundraising Practice.
11. To work effectively as part of the wider team in ensuring that our operation is effectively managed through our next stage of transition and growth.
12. To contribute proactively to the development of our policies and standard operating procedures.
13. To uphold and promote our published Mission, Vision and Values.

PERSON SPECIFICATION

	Essential	Desirable
Evidenced experience of successful fundraising in the charity sector	✓	
Well-organised, with the ability to manage effectively multiple work-strands with varying stakeholders and deadlines	✓	
Excellent relationship-building and stakeholder management skills	✓	
Strong writing skills and evidence of producing persuasive proposals	✓	
Confident and competent presentation and public-speaking skills	✓	
Good data management skills, with record of providing regular reports and analysis	✓	
Proactive approach to learning the charity’s work, future plans and fundraising context	✓	

Competent to use MS Word, Excel, Powerpoint and Outlook for day to day information recording, exchange and reporting	✓	
An understanding of, and willingness to adhere to, Shrewsbury Food Hub's published Values	✓	
Experience of working with volunteers, or an understanding of the dynamics involved	✓	
Experience of using Salesforce		✓
Experience of using Office 365		✓
Experience of using Sharepoint		✓
Experience of website development and social media		✓