



## Job Description

### Fundraising Coordinator

**Reporting to:** Head of Development

**Responsible for:** Any relevant volunteers

**Hours:** Full time (37.5 hours)

**Contract:** Fixed term for 12 months in the first instance, with the possibility of extension should targets be met

**Terms:** 33 days annual leave including bank holidays pro rata

**Salary:** £24650 - £26875 pro rata

#### FareShare Cymru

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food -from food retailers, manufacturers, and suppliers -engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

This is an exciting opportunity to be instrumental in setting the next phase of our development. This post is a new role in response to the last two year's rapid growth of the charity's operations and we anticipate exciting new opportunities for further growth in the future.

#### Circumstances

Hybrid working with time split between our offices in Cardiff and home. The role may require the post holder to travel throughout Wales and attend events out of hours.

#### Main purpose of the role

The Fundraising Coordinator will work in the Development Team to help support the running of FareShare Cymru. This includes two warehouses in Cardiff. We are looking to develop our existing funding streams alongside identifying new funding opportunities to support our core aims of fighting hunger and tackling food waste.

We are looking for an enthusiastic, energetic, outgoing individual who feels passionately about food poverty and food waste in Wales.

This role will raise vital funds to enable us to work with an increasing number of charities and community groups across South Wales as well as Wales-wide food suppliers.

We are at an exciting time in our development as an organisation as we take on additional warehouse space to step up our operations to get good-to-eat surplus food to those who need it most.

**Your key focus will be to:**

- Generate income to cover the running costs of our additional warehouse space, new projects/ areas of work, and the post holders' salary.
- Build relationships with, and write bids for, Trusts and Foundations.
- Build up a network of corporate partners and generate income/ donations/ sponsorship, engage them in our operations including volunteering and in-kind support.
- Contribute to developing strategies to grow the charities' income

This post requires someone with drive, initiative, a 'just do it' attitude and someone with demonstrable experience of charity fundraising. By demonstrating this attitude and combining it with the experience level required below this is a great opportunity to make a real difference in an area of great relevance in the current economic climate.

## **Responsibilities**

### **Funding and Fundraising**

- Develop and implement a fundraising strategy to generate income for FareShare Cymru
- Meet fundraising targets
- Identify potential new fundraising sources
- Lead on research, preparation and submission of grant application materials in collaboration with the Head of Development and other members of the team
- Work collaboratively with the Head of Development and other members of the team to ensure appropriate monitoring and evaluation is undertaken for funding bids
- Ensure compliance with funding requirements regarding project outcomes

### **Corporate Partnerships**

- Seek out opportunities to network with and engage corporate partners
- Create a system for and implement an account management process for corporate partners, including donor reporting and publicity.
- Work with corporate partners to engage support in-kind and other support opportunities e.g. charity of the year

- Work closely with the Marketing and Communications Coordinator to create corporate partnership recruitment campaigns and raise our profile to become the charity of choice for corporate partners
- Work with the Volunteering and Employability Coordinator to offer engaging corporate volunteering days

### **Individual Giving**

- Create and implement an individual giving process
- Support individual one-off and committed giving. Record all donations and send a timely thank you, create an account management process for committed giving
- Support, steward and thank individuals and organisations carrying out fundraising activities for FareShare Cymru

### **Other**

- Generate income through other fundraising activities including organising events
- Work with the Marketing and Communications Coordinator to raise our profile and utilise media channels
- Provide line management for any fundraising volunteers
- Develop and manage other appropriate activities as defined by your line manager

## **Person specification**

### **Experience**

- Demonstrable experience and proven track record of generating substantial income for Welsh charities
- Experience of the Third Sector in Wales
- Demonstrable experience of and proven track record of bidding for, securing, managing and reporting on grants from trusts and foundations
- Demonstrable experience and proven track record of building relationships with corporate partners and turning this into an income stream
- Experience of working with databases and CRMs
- Institute of Fundraising or other accredited qualification would be an advantage

### **Skills, knowledge and abilities:**

- Knowledge of sources of information regarding suitable trusts and foundations and corporates to approach
- Excellent written and verbal communication skills
- Ability to communicate with different audiences, tailoring messages appropriately
- Excellent presentation skills
- Good working knowledge of Microsoft Office
- Proven ability to develop good working relations, both within an organisation and with stakeholders

- Excellent interpersonal skills; able to maintain effective working relationships with people at all levels
- A self-starter with proven ability to work on own initiative, meet objectives and tight deadlines under pressure
- Accuracy, meticulous attention to detail and excellent proofreading skills
- Determination, persistence and initiative when faced with problems
- Knowledge of data protection and GDPR
- Welsh language skills would be an advantage
- Full clean driving license and access to own vehicle

**Values and behaviours:**

- A commitment to equal opportunities
- An understanding of, and sympathy with, FareShare Cymru's mission and strategy
- Flexibility of approach and ability to work within a team
- Willingness to work outside of office when required
- Willingness and ability to travel around Wales and possibly the UK on an occasional basis