



Job description

Job title:	Trusts and Grants Officer
Reporting to:	Fundraising Manager
Salary	£25,000 - £29,000 per year pro rata DOE
Hours:	30 hours per week (0.8 FT)
Terms:	Permanent Contract, 25 days Holiday (exc. Bank Holidays) pro rata, 5% pension contribution.
Place of work:	Our central office (Bristol) with some hybrid working optional

About FareShare South West

FareShare South West is the region's largest food and environment charity. We take good-to-eat surplus food that would otherwise go to waste, and share it with over 400 charities, schools and community hubs across the south west, joining the dots between food waste and hunger and transforming an environmental problem into social good.

Purpose of role

FareShare South West's (FSSW) fundraising need and strategy has developed and diversified rapidly in line with major growth since 2017. Trusts and Grants make up a significant percentage of FSSW's annual fundraised income.

The Trusts and Grants Officer (TO) will be responsible for managing our portfolio of small grants (up to £15k) alongside supporting larger grant applications where appropriate. This involves researching available funding opportunities, maintaining a prospect list and applying to relevant opportunities. The TO will work with the Fundraising Manager (FM) to create compelling fundraising applications for both core funding and specific projects. They will be responsible for the stewardship of their funders, ensuring that they meet reporting guidelines, share impact data appropriately and keep funders updated of any project changes.

This role will suit an individual with excellent writing skills looking to develop their skills in the charity sector. The successful candidate will be able to create powerful narratives incorporating factual data and emotive case studies and be confident in approaching funders and promoting FareShare South West.

This role will be based in our central Bristol office, with occasional home working and occasional travel to our Plymouth warehouse.

The pay scale for this role reflects that we're open to applications from experienced Trusts and Grants Fundraisers, and also those looking to move into the sector who have transferable skills.

Duties & Responsibilities

Strategy/team

- Work with the wider fundraising team on income analysis and forecasting, development of annual goals (KPIs) and multi-year fundraising strategy
- Lead on the development of the small/medium trusts strategy
- Work with the Fundraising Manager (FM) and Chief Fundraising and Communications Officer (CFCO) to identify and research significant trust funding opportunities

Trusts and Foundations

- Manage the small grants pipeline including responding to opportunities, researching prospects, writing all grant applications <£15k to trusts and foundations and post-application stewardship and reporting
- Support the FM with higher value grant applications
- Develop an in-depth knowledge of FSSW's impact and operations. Working with the FM build and develop new fundraising narratives based on beneficiary groups, geographical areas, or new activities and programmes
- Produce accurate impact reporting data and narrative reports where required. Manage a reporting schedule to ensure deadlines are met
- Monitor progress, impact, and success of trust fundraising against KPIs
- Feed into monthly reporting for trustees

Database

- Manage all trust and foundation constituents on the fundraising database (Donorfy), tracking communications and donor stewardship
- Regular data cleaning, ensuring GDPR compliance
- Segment data using tags and lists to enable accurate analysis
- Develop our use of the Donorfy database to improve the way funding opportunities are mapped, allowing for improved management process and effective reporting

Person Specification

Essential knowledge, skills & experience - evidence required:

- Experience in communications, marketing, fundraising, or relationship-building
- Excellent written and verbal communication and interpersonal skills
- Able to work on your own initiative
- Well-organised and able to manage multiple projects simultaneously while meeting deadlines and targets
- Experience of using databases
- Understanding of fundraising principles, relationship marketing and supporter care
- An understanding of current data protection/GDPR regulation
- Ability to develop, initiate and maintain systems and procedures
- IT literate with a working knowledge of Microsoft Office applications
- A clear commitment to the ethos and strategic plans of FareShare South West, and able to positively contribute towards its success

Desirable knowledge, skills & experience:

- Two years' or more experience working in Fundraising, Communications, or similar role
- Project management experience

- Experience in public speaking or acting as an ambassador for a cause.
- Presentation skills