Job Description

Grants Officer

Purpose of the Role

FareShare South West's (FSSW) fundraising need and strategy has developed and diversified rapidly in line with major growth since 2017. As a charity we annually raise over £1m in fundraised income from trusts and foundations, corporate donations, individual donors, major donors, community fundraising and events. The Grants Officer (GO) will work with the Grants Manager (GM) to secure income from trusts and foundations.

The GO is responsible for securing income for capital and revenue-based projects, from both existing and new funders. They will lead on many smaller funding applications to grant-making trusts and foundations and will be responsible for developing relationships, prospecting for new opportunities and reporting back to funders. They will support the GM on larger funding applications to achieve team targets.

Key Responsibilities

Grant applications

- Work with the GM to secure overall team trusts income target, leading on smaller grant applications, and supporting the GM on larger applications to trusts, foundations, and statutory bodies where needed.
- Develop and nurture relationships with existing and prospective funders, delivering outstanding stewardship.
- Work with the GM to build and manage a robust pipeline of funding applications.
- Identify and research trust funding opportunities.
- Sustain and grow income from our smaller to medium size trusts and foundations through applications, effective stewardship, and timely reporting.
- Develop an in-depth knowledge of FSSW's impact and operations. Develop new fundraising narratives based on beneficiary groups, geographical areas, or new activities and programmes.
- Work closely with the GM and wider FareShare South West's operations, volunteering, membership, and food teams to develop clear project outcomes to build fundraising applications.

Reporting

- Provide a high level of impact reporting – including accurate narrative reports and quantitative data.
- Feed into bimonthly reporting for trustees.
- With the GM monitor progress, impact, and success of trust fundraising against KPIs.

Strategy and Team

- Work with the wider fundraising team on income analysis and forecasting, development of annual goals (KPIs) and multi-year fundraising strategy.
- Work with the GM and Head of Fundraising to develop and deliver the trusts fundraising strategy.
- Contribute to regular wider Fundraising and Communications team meetings
- Support the wider fundraising team on seasonal campaigns as required e.g. Big Give Christmas appeal.
- Act as an ambassador for the charity, representing FareShare South West at events and networking opportunities.
- Stay up to date with developments and trends in grant fundraising.

Database

- Use our fundraising specific database Donorfy to track fundraising opportunities, manage grant cycles and reporting requirements.
- Accurate recording of all communications and donor stewardship touchpoints.
- Work with the GM to develop the use of the database to support the trusts and foundations income stream.
- Ensure regular data cleaning of trust constituents on Donorfy, ensuring GDPR compliance.
- Develop knowledge of Donorfy and grow responsibilities where appropriate.