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| **JOB DESCRIPTION** | |
| **JOB TITLE** | Fundraiser |
| **RESPONSIBLE TO** | Foodbank Manager  Operations Manager - Footprints in the Community |
| **BASED AT** | 10 Queen Street, Redcar |
| **SALARY SCALE** | £25,025 per annum pro rata  This is an new initiative by Trussell Trust, initially on a 1 year fixed term contract. |
| **HOURS OF WORK** | 20 hours per week |
| **OVERALL PURPOSE OF ROLE** | |
| The Fundraiser will play a crucial role in supporting and enhancing the financial stability of Redcar Area Foodbank. Primary responsibilities will be to devise, implement and manage effective fundraising campaigns and events that generate essential funds to support our mission of helping to reduce poverty. The Fundraiser will work closely with donors, volunteers and staff to build strong relationships and secure financial contributions from various sources. | |
| **RESPONSIBILITIES** | |
| 1. Develop and execute fundraising strategies to achieve financial targets and support the mission of Redcar Area Foodbank  2. Organise and manage fundraising events, such as galas, sponsored events, auctions and community activities.  3. Identify and cultivate relationships with potential donors, sponsors and partners.  4. Write funding applications proposals and reports to secure funding from a range of funding bodies.  5. Maintain accurate records of donations, donor information and fundraising activities.  6. Collaborate with other staff to create compelling fundraising materials, campaigns and social media content.  7. Manage donor recognition programmes and ensure timely and appropriate acknowledgement of contributions.  8. Monitor fundraising trends and best practices to continually enhance fundraising efforts.  9. Work with the Volunteer Co-ordinator to recruit, train and manage volunteers to assist with fundraising activities.  10. Ensure compliance with relevant fundraising regulations and ethical standards. | |
| **REQUIREMENTS** | |
| 1. Maintain confidentiality at all times. 2. Adhere to the charity’s policies and procedures and ensure that high standards of quality and good practice are maintained, developed and monitored. 3. Undertake training as appropriate and attend regular 1 -1 supervision sessions with the Foodbank Manager   4. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.  5. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with the policies and procedures relating to health and safety.  6. Have a flexible approach.  7. Undertake any other duties of a similar level and responsibility as may be required from time to time. | |