

## Job Description and Person Specification

**Job title:** Head of Fundraising

**Salary:** Dependent on experience.

**Hours & contract type:** 37.5 hours per week (full-time) and permanent.

**Location:** Home/remote working or hybrid (Bristol office)

**Reporting to:** Director of Operations

### Role summary:

To lead the development and delivery of the Sustainable Food Trust's fundraising strategy, responsible for developing new partnerships and supporting existing relationships – including with major donors, trusts and foundations and corporate partners; as well as supporting, coaching and guiding the work of other staff and consultants to meet the fundraising ambitions of our expanding organisation.

### Key responsibilities

#### Strategy and leadership

- Facilitate development and delivery of the SFT's overall fundraising strategy.
- Work with finance staff and programme leaders to identify funding gaps and priorities, developing fundraising plans to meet these.
- Provide leadership and support to other staff involved in fundraising, including embedding fundraising into all impact-driven programmes of work.
- Oversee the SFT's fundraising policy and procedures and maintain/develop internal processes to support fundraising activities and donor care, delegating tasks as appropriate.
- Monitor and report on fundraising performance, including the development of appropriate metrics.

#### Relationship and Grant Management

- Sensitively manage and build a portfolio of donors and prospects, making sure that every one of our donors feels they are well cared for and that they feel a deep connection to our work.
- Attend external events to network and build relationships.
- Ensure that donors and grantors receive timely reports and communications.
- Expand our programme of additional stewardship activities such as digital or in-person events with the aim of caring for existing donors and cultivating new ones.
- Ensure all grants are effectively managed throughout delivery of the funded programmes, bringing continuous improvement to our grant management processes.
- Develop and maintain other relationship-fundraising mechanisms such as through legacies, corporate partnerships and expansion of our supporter base.



#### Proposal Writing

- Write high quality funding applications and proposals, and support and oversee others involved in this work.

#### Prospect Research

- Research funding prospects including grant-making trusts and foundations, philanthropists, government, and international funding bodies – delegating tasks as appropriate.
- Oversee systems for effective recording of funding prospects.

#### Other

- Contribute to other SFT initiatives or events and carry out any other tasks that may reasonably be regarded as falling within the scope of the role.

**NB:** This job description does not form part of the contract of employment, but indicates how the contract should be performed. The job description may be subject to amendment.

## Person Specification

Essential		
Qualifications	Educated to degree level or equivalent.	
Experience	A successful track record of raising significant (£100k+) funds from a variety of sources, including major donors, trusts and foundations; and of delivering income growth.	
	Experience of cultivating relationships with high-net-worth individuals and senior representatives within trusts and foundations, and of delivering exceptional donor care.	
	Experience of developing fundraising strategies/plans and seeing these through to delivery.	
Knowledge	Proven knowledge of issues relating to sustainability and regenerative food systems.	
	Knowledge of charity governance and good operational practice	
	Significant established connections within the funding community, including relationships with representatives of trusts and foundations, philanthropists and other funders.	
Skills and Abilities	Exceptional interpersonal communication and relationship building skills, and sensitive in your approach to both internal and external communications.	
	Ability to motivate and inspire co-workers to deliver high quality work to meet shared objectives.	
	Strong written communication skills, with good attention to detail and the ability to prepare engaging, jargon-free and well-presented documents.	
	Good planning, process design and organizational skills, with the drive to work to tight deadlines.	
	Strong financial and budgeting skills.	
	Ability to negotiate and influence at a senior level.	
	Other	Committed to the ethos and priorities of the Sustainable Food Trust, with the self- motivation and drive to help deliver our vision.
		Comfortable working alone or in collaboration with others, and able to work with limited direct supervision.
Desirable		
Experience	Experience of developing additional income streams such as through corporate partnerships, legacy fundraising, give-as-you earn etc.	
	Experience of overseas fundraising, ideally in the US.	

Experience of engaging and managing consultants to achieve specific fundraising goals or similar.

Experience of using CRM software.