

HFT-BARKING FOODBANK

THE BEAVER CENTRE. UNIT 1 SELINAS LANE. DAGENHAM

RM8 1QH

admin@hopefamilyuk.org

JOB TITLE:

Join HFT-Barking Food Bank as our Funding and Community Engagement Manager (30 hours/week)

INTRODUCTION

This is an exciting opportunity to help HFT-Barking Food Bank realise its vision of ending hunger in Barking and Dagenham. As we work towards a future where food insecurity no longer impacts our community, we are seeking an exceptional individual to lead our fundraising efforts and create meaningful relationships that will drive our mission forward.

To turn this vision into reality, we need to increase our annual fundraised income from £200,000 to £500,000. This new role is integral to achieving that growth. **You will proactively create and grow fundraising income, reach, and support from grant giving trusts, foundations, individuals, local businesses, community groups, schools, churches, and corporate partners across London and Greater London.**

You'll be at the heart of our local community, engaging with people who care deeply about ending hunger, and building lasting donor relationships that fuel our work. With your proven track record in fundraising, you will develop compelling proposals, campaigns, and activities that attract donations from both new and existing supporters. You'll be the driving force behind our efforts to ensure we have the financial resources to continue providing vital food support to the thousands of people who rely on us.

Why Join Us?

Hope Family Trust is an anti-poverty charity in East London, committed to ending food insecurity in Barking and Dagenham. Our Barking Food Bank Project is supported by the Trussell Trust and plays a key role in alleviating hunger and poverty in our community. As part of our team, you'll be at the heart of our strategy to reduce food bank reliance, ensuring that we continue to offer meaningful support to our neighbours in need.

In this role, you'll be a crucial part of our growth, enabling us to achieve our goal of increasing fundraising income and impact. If you're passionate about making a lasting difference and have the skills to help us achieve our ambitious goals, we'd love to hear from you!

KEY RESPONSIBILITIES

- **Lead Grant Fundraising:** You will dive into research to identify and connect with the right grant-giving trusts and foundations. With your expertise, you'll build strong relationships and secure funding through compelling applications that stand out.
- **Manage Funders:** You will take charge of maintaining and growing relationships with grant giving trusts and current funders. Through exceptional stewardship and timely reporting, you'll maximize opportunities for future funding.
- **Drive Corporate Partnerships:** You will actively seek and engage potential corporate donors, turning them into lasting funding partners. You'll also nurture existing relationships, ensuring corporate partners remain deeply involved with our mission.
- **Grow Our Fundraising Portfolio Management:** You will manage a fundraising portfolio that generates over £500,000 annually. By setting clear KPIs and building a strong pipeline, you'll ensure we consistently exceed our income targets and make data-driven decisions.
- **Engage Individual Donors:** You will design powerful fundraising appeals and stewardship communications to attract new donors and keep existing ones connected to our cause. You will ensure that every donor feels valued and informed about the impact of their contributions.
- **Lead Community Fundraising:** You will create and deliver fundraising events and campaigns, like our Christmas appeal, to galvanize local support. Your efforts will raise essential funds while engaging individuals, businesses, schools, and local groups in our mission.
- **Collaborate with Key Partners:** You will work alongside external consultants, Trussell Trust colleagues and other funding professionals to secure additional funding and partnerships, sharing best practices and learning from others in the network.

SKILLS & EXPERIENCE

- Proven experience in trusts and foundations fundraising, corporate partnerships, and individual/community fundraising.
- Exceptional communication and relationship management skills, with a talent for writing persuasive funding proposals and building long-term partnerships.
- Strong ability to set and report against fundraising goals, using KPIs to track performance and demonstrate measurable impact.
- **Data-Driven Approach:** You'll be skilled at generating data to evidence the success of our projects and strengthen future funding applications, whether to secure new funding or extend existing support. You'll create clear outcomes and outputs, providing staff and volunteers with the tools to track and measure progress.
- Highly motivated and self-organized, with the ability to embrace a new role and work independently.
- Empathy for individuals from disadvantaged or marginalized communities and a passion for making a difference.

PORTFOLIO REQUIREMENT

As part of your application, please provide a portfolio of your proven fundraising successes. This should include details of successful projects, grants, or partnerships you have secured, along with any relevant data that demonstrates your ability to meet fundraising targets and create lasting donor relationships.

QUALIFICATIONS

Essential Qualifications:

- **Degree-Level Education:** A degree in a relevant field such as **Business, Marketing, Communications, Non-profit Management,** or **Public Relations** would be beneficial. This ensures a solid foundation in skills such as strategy development, communication, and organizational management.

Desirable Qualifications:

- **Chartered Institute of Fundraising (CIOF) Qualification:** A certification or qualification from the Chartered Institute of Fundraising (CIOF) would be highly desirable, as it demonstrates a deep understanding of fundraising best practices.
- **Certified Fund Raising Executive (CFRE):** A CFRE is a globally recognized credential in fundraising, ideal for those looking to strengthen their fundraising knowledge and credentials. This is a valuable qualification for candidates who want to demonstrate advanced expertise.
- **Additional Professional Development in Fundraising:** Other fundraising certifications, such as those offered by organizations like the Institute of Fundraising or similar, would also be seen as advantageous.

Other Considerations:

- **Project Management Certification:** As the role involves managing fundraising portfolios, having a project management qualification (e.g., **Prince2** or **Agile** certification) would be beneficial for effective planning and execution of complex fundraising activities.

PERSON SPECIFICATION

CRITERIA	DESCRIPTION	SCORE
Experience in Trusts and Foundations Fundraising	Proven track record in successfully securing funding from trusts and foundations, including writing and submitting funding applications.	E
Experience in Corporate Partnership Fundraising	Strong experience in building and managing corporate relationships that generate financial support for charity projects.	E

Experience in Individual and Community Fundraising	Demonstrated success in securing donations from individuals and community groups, through appeals or ongoing relationships.	E
Experience in Fundraising Strategy and Portfolio Management	Ability to manage a diverse fundraising portfolio and use KPIs to track performance and forecast income.	E
Strong Communication Skills	Exceptional written and verbal communication skills, including the ability to craft compelling funding proposals and engage effectively with stakeholders.	E
Data-Driven Approach to Fundraising	Skilled in using data to measure outcomes and strengthen funding applications, with the ability to track and report on progress and impact.	E
Experience in Designing and Delivering Fundraising Campaigns	Experience creating successful fundraising campaigns or appeals, with measurable outcomes.	E
Relationship Management Skills	Strong ability to build and maintain relationships with diverse stakeholders, including funders, donors, corporate partners, and community groups.	E
Organizational Skills and Self-Motivation	Highly organized, proactive, and capable of managing multiple projects, with the ability to work independently and stay motivated.	E
Empathy for Marginalized Communities	Demonstrated empathy and understanding of the needs and challenges faced by disadvantaged or marginalized communities.	E
Experience in Managing a Fundraising Portfolio Generating £500,000+ Annually	Experience in managing and growing a fundraising portfolio of significant scale.	D
Experience in Event Management	Experience organizing and delivering community fundraising events that engage local support and raise funds.	D
Knowledge of the Trussell Trust Network	Familiarity with the Trussell Trust network and understanding of the food bank sector in the UK.	D
Knowledge of the Local Area (Barking and Dagenham)	Knowledge of the local community, its challenges, and opportunities for fundraising.	D
Fundraising Qualification	A relevant qualification in fundraising or a related field (e.g., CFRE or similar).	D
Experience with Digital Fundraising Tools and Platforms	Experience using digital fundraising tools and platforms (e.g., online donation systems, crowdfunding, etc.). Use of social media and online platforms to promote fundraising	D
Training Delivery/Presentation	Delivery of training workshops/presentations	D
EQUAL OPPORTUNITIES	Commitment to incorporating Equal Opportunities principles into all aspects of work.	D
ADDITIONAL	Must occasionally be able to work outside of usual working hours.	D