

Fundraising Coordinator



Job title:	Fundraising Coordinator
Reporting to:	Head of Fundraising
Staff reporting:	Volunteers
Salary:	£25,000 (pro rata if part-time)
Duration:	Initially a 1 year contract with possibility of renewal/ permanent role, dependent on funding
Hours:	Preferred 4 days/ week (30 hours) but 3 days (22.5 hours) or 5 days (37.5 hours) will be considered for the right candidate
Based:	Feedback's office in Hackney, with possibilities for some home working

ABOUT US

Feedback is an environmental campaign group that regenerates nature by transforming our food system. To do this we challenge power, catalyse action and empower people to achieve positive change.

We believe that securing nutritious, delicious food for all should go hand in hand with safeguarding our environment. The problem is that both producing and selling food have been captured by big business with terrible consequences for our health and our planet.

Food production is the single greatest impact humans have on the environment. It is a huge driver of climate change; for example, meat and dairy alone generate more greenhouse gas emissions than the entire global transport sector. Agriculture drives deforestation, drains fresh water reserves, depletes soils and contributing to species extinction at an alarming rate. Yet we waste around a third of all food produced every year, squandering precious resources on food that is never eaten.

Feedback is part of a fast-growing movement that is helping people seize back control of our food production and diets. We are piloting real alternatives to our current food system, and we campaign to call out big business where we need to, and push governments to make positive changes. Join us and be part of the solution!

THE OPPORTUNITY

This job is a rare opportunity to join a fun, friendly, dynamic and exciting organisation working on one of the greatest challenges of our time: transforming the food system to halt environmental destruction and ensure food security.

The overall purpose of the role is to raise funds for Feedback, predominantly from charitable trusts and foundations, but also potentially from other sources, to enable Feedback to develop and grow its unique portfolio of work, including campaigns, communications, events, and pilot programmes.

The role is an entry-level position that would either suit a recent graduate wishing to develop a career in fundraising, or a more experienced professional seeking a career change. There will be plenty of opportunities to develop a broad portfolio of fundraising skills, working closely both with the Head of Fundraising and the Executive Director.

TASKS

Working closely with the Head of Fundraising:

- Research target prospects for approach. Predominantly Trusts & Foundations, using available online resources (e.g. Trustfunding.org.uk, Charity Commission).
- Prioritise and suggest avenues of approach.
- Draft emails/letters/proposals and send.
- Build relationships with new funders.
- Build on relationships with existing trust supporters, writing reports to deadlines and submitting further applications for funding.
- Maintain clear records on approaches, rejections and success as required.
- Maintain a forward-looking calendar of approaches and reports.
- Work well with Feedback staff to ensure that our work is well presented in applications and reports.
- Investigate and develop approaches for other funding possibilities; e.g. prizes and awards, company support, individual supporters, events.
- Keep up to date on changes in the fundraising environment which may offer new opportunities.
- Keep up to date on changes in specific campaign areas which may offer new opportunities.
- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.
- Participate in staff appraisals and appropriate training for the role.
- Advertise and recruit volunteers as required to support the functions of the fundraising team.

Working closely with the Executive Director:

- Arrange meetings and make travel arrangements for the Executive Director to meet funders and prospects in the UK and overseas (especially the USA)

PERSON SPECIFICATION

Essential:

- Educated to degree level or equivalent professional experience
- At least one year of relevant work experience. This can be in a fundraising job or in a position which provides relevant transferable experience (e.g. Marketing, Research, Account

Management, Communications). Work experience does not need to be continuous and can be in a voluntary capacity.

- Strong research skills. A significant part of this job involves selecting Foundations to approach and this requires making a judgement about which to spend time approaching and which ones to deprioritise.
- Outstanding writing skills. You will be drafting emails, letters and proposals which must be compelling while also representing the existing work and future plans of Feedback.
- Initiative. You will be required to make the most of our fundraising opportunities.
- A team player who can work effectively with diverse groups as well as a self-starter who can work independently when necessary
- A willingness to be 'hands-on' and flexible and an ability to deliver against tight timescales when necessary
- A deep belief in our vision - a world in which all have access to secure and nutritious food within environmental limits, and in the power of civil society to achieve social and environmental change
- Sharing Feedback's values: bold, impact-driven, celebratory, collaborative, inspiring

Desirable:

- Experience working in a start-up/small charity/campaign group
- Understanding and experience of the environment/food sector
- Experience of working on trusts and grants fundraising
- Experience of working on digital fundraising, direct marketing or other areas of fundraising

HOW TO APPLY

Please submit, in Word or pdf format, a CV and cover letter (no more than 2 sides of A4) to jobs@feedbackglobal.org explaining how you meet the person specification and why you would like to work at Feedback.

Unfortunately, due to the high level of applications we receive we regret that we will not be able to provide any feedback to unsuccessful applicants.

Closing date for applications is Monday 18th February at 10 am.

Successful candidates for interview will be notified on Wednesday 20th February.

Interviews will take place on Tuesday 26th February and will consist of an interview and a task.