

UKHarvest Job Description

Job Title:	Head of Fundraising
Responsible to:	CEO
Responsible for:	Fundraising; Grants Trusts & Foundations, Corporate Partnerships and Individual Giving
Location:	UKH Central Hub, Donnington, Chichester, West Sussex & Nourish Hub, London
Salary:	circa £35,000 to £40,000

UKHarvest Background

UKHarvest was established in 2016 and has been operational from 2017. Our head office is based in Donnington, Chichester. We are an environmental charity, rescuing good food from going to landfill and feeding those in need. We are also a national food education charity. The Donnington Hub delivers opportunities for all to nourish the mind, body and soul. We use rescued food as a medium to empower people to cook well for less. We redistribute food free of charge to local charities and those most in need. We offered fresh food on a "donation" basis in 16 community food hubs where there is the provision of food and nutrition education activities to meet local need and prevent household food waste. We deliver learning and training opportunities and providing engagement and outreach services for the community. We work in partnership with local communities, public bodies, private companies and other voluntary sector organisations to support communities in need, using rescued food as a medium. We deliver consistent and high quality community development activities focused on preventing food waste in the home and helping those in need to cook well for less. We improve social cohesion, combat social isolation and loneliness and use food to educate and engage communities and facilitate social action around nutrition and the environment. We improve people's lives and engender community capacity building. We add value to community development activities which are already in place. We provide sustainable solutions.

Job Background

We are looking for a Head of Fundraising who can work with the service delivery team to link earned income into the Fundraising Strategy, secure both unrestricted and restricted income and through grants, trusts and foundations as well as with corporate partners and individual donors. You will work collaboratively with teams across the charity and won't be phased by the inevitable challenges that this will bring, or the constantly changing environment that the charity will be operating in the next few years.

In this pivotal role UKHarvest is seeking a strategic Head of Fundraising to lead the charity's efforts in generating vital financial support and building meaningful relationships with donors, partners, and stakeholders. You will have a proven track record designing and implementing fundraising strategies that achieve revenue targets and have the charity's ethos at the heart of everything you do.

Main Objectives

With responsibility for the Fundraising at UKHarvest, the post holder will:

- Research and manage a pipeline of trusts and foundation applications that offer restricted and unrestricted funding.
- Write applications, using information and expertise from colleagues as necessary.

- Identify new fundraising opportunities from a range of sources, including national and local government; individual supporters and commercial opportunities.
- Organise, plan and implement a fundraising strategy, yet be flexible enough to adapt to changing priorities and deliver against tight deadlines when required.
- Lead and manage the process of reporting to existing funders and Trustees.
- Nurturing relationships with existing supporters and partners.
- Align fundraising campaigns using your excellent communication skills to deliver broader organisational messaging and branding.
- Demonstrate excellent writing skills and attention to detail, capturing beneficiaries' experiences and the ability to tailor messages to different audiences.
- Embed a culture of fundraising and effective storytelling throughout the organisation.
- Organise and lead regular fundraising meetings with the CEO.
- Proactively improve the processes and optimise the use of the CRM system to record funding opportunities and track income against targets.
- Develop strong relationships with all departments and at all levels across the charity.

Required experience: The successful applicant will have at least 5 years fundraising experience as a Head of Fundraising, managing and leading a fundraising team. A strategic thinker with the ability to identify opportunities, set priorities and drive results, you will have experience in developing and sustaining funding streams using a variety of techniques to secure restricted and unrestricted funding, major gifts, grants, events, and corporate partnerships; combined with exceptional communication skills to engage and inspire donors, volunteers and stakeholders. You will be able to motivate and develop a high performing team, set targets, and promote a collaborative culture. You will care about social justice, environmental sustainability and food waste as these pillars underpin all UKHarvest activities. The role will be predominantly based in the UKHarvest Chichester Hub with regular visits to the Nourish Hub in London.

Other Responsibilities

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organisation, as may reasonably be requested by the CEO.
- Work with due regard for UKHarvest's core values and objectives.
- Ensure the effective implementation of and adherence to, UKHarvest's Diversity, Equal Opportunities and Health and Safety policies and procedures.

Personal and Professional Development

- Participate in UKHarvest's Performance Management and Appraisal process, and agree short, medium- and long-term goals with your manager, for events, community fundraising, and volunteers.
- Identify learning and development needs of yourself with your line manager and evaluate to demonstrate needs have been met.
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in Senior Leadership Management team meetings.

How to apply

Please apply with a Covering Letter outlining why you are the best candidate for the role and a copy of your CV to andrew.meredith@ukharvest.org.uk

The closing date for applications is the 30 April 2024

First interviews will be scheduled for 7/8 May 2024

Second interviews will be scheduled on 15 May 2024

The start date is as soon as possible and will be subject to the provision of two references and an enhanced records check through the Disclosure and Barring Service (DBS).