



## **Job Description for Grant Fundraiser**

**Organisation:** Shrewsbury Food Hub

**Position:** Grant Fundraiser

**Place of Work:** Shrewsbury Food Hub office, Cross Hill, Shrewsbury SY1 1JE

**Hours:** 30 hours per week over 4 days

**Salary:** £15.04 per hour

**Start Date:** ASAP

**Overview:** Shrewsbury Food Hub is seeking a highly motivated, skilled and experienced grant fundraiser to join our team on a part-time basis. This role is crucial in maintaining and expanding our funding streams from trusts, foundation and other grant giving organisations. The successful candidate will play a vital role in securing funding to support the great work being done by Shrewsbury Food Hub which benefits planet and people.

### **Responsibilities:**

1. **Bid Writing:** The primary responsibility of the grant fundraiser will be to draft compelling grant proposals and funding applications to secure financial support, increasing the income from Trusts and Foundations, statutory and Lottery funding, and other grant awarding bodies and organisations.
2. **Research:** Once initially identified leads have been exhausted, conduct thorough research to identify potential grant opportunities that align with the mission and priorities of Shrewsbury Food Hub.
3. **Relationship Management:** Develop and maintain positive relationships with existing and potential funders, ensuring regular communication and stewardship.
4. **Collaboration:** Work closely with the Manager and other relevant internal stakeholders to gather necessary information and insights to strengthen funding proposals.
5. **Reporting:** Provide timely and accurate reporting to funders as required, ensuring compliance with all grant terms and conditions, and provide regular updates to the Manager and Board of Trustees.

### **Requirements:**

- Proven experience in successfully securing funding from Trusts, Foundations and other grant giving organisations, with a track record of writing winning grant proposals.
- Excellent written communication skills, with the ability to tailor messaging to different audiences and effectively convey the impact of Shrewsbury Food Hub's work.
- Strong research skills, with the ability to identify and evaluate funding opportunities.
- Exceptional attention to detail and the ability to work efficiently under tight deadlines.
- Collaborative mindset, with the ability to work effectively as part of a team and build relationships internally and externally.

- Understanding of the charitable sector and trends in philanthropy.
- Familiarity with fundraising databases and CRM systems is desirable.

### **Why Join Us:**

This role presents an exciting opportunity to make a meaningful difference. We are a small charity from a small town making a big impact. Since 2016, we have collected surplus food from supermarkets, manufacturers and farms and shared it with local groups that nourish our community. Our vision is a community where food is valued and not wasted. Some 1 in 20 adults said they had run out of food and been unable to afford more according to an ONS survey covering the period February to May 2023. At the same time, the UK throws away 9.5m tonnes of food each year. We address this by redistributing surplus food from 40+ suppliers to 60+ community groups that support the vulnerable, the old, the young and those on low incomes. By joining Shrewsbury Food Hub, you will be part of a dedicated team committed to protecting the environment and strengthening our community.

### **Application Process:**

To apply for this position, please submit your CV along with a covering letter outlining your relevant experience and why you are interested in joining Shrewsbury Food Hub as our Grant Fundraiser.

Applications should be sent to [tammy@shrewsburyfoodhub.org.uk](mailto:tammy@shrewsburyfoodhub.org.uk) by 5pm on 22<sup>nd</sup> April, with first round interviews scheduled for the week commencing 29<sup>th</sup> April.

**The role is offered in the first instance on a Fixed term contract until March 31<sup>st</sup> 2025.**



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