

Fundraising Coordinator - Events and Individual Donations

(Volunteer Position)

Overview of the Role:

To assist the foodbank manager develop a team of fundraisers to look at Fundraising Events
Individual Donor Fundraising and how to cultivate these, ensuring tax efficient options are provided

with fundraising events and opportunities. This is a new role for the Foodbank so how this role develops will be up to the volunteer. However it is likely that the Fundraising coordinator will lead a team of volunteers in creating an event or a series of events for the Foodbank. Stratford relations with the Stratford's supermarkets to facilitate the smooth flow of food donations, maximising fundraising/volunteering opportunities and raising the Foodbank's profile. The Supermarkets Collections Coordinator (SCC) will form part of a team of 4 - consisting of the existing coordinators for schools and churches and a newly appointed General Collections Coordinator - and will support the Foodbank Mgr in managing this key aspect of stakeholder involvement. Work will be undertaken in volunteers' own time but daytime availability for occasional meetings would be useful. The SCC will serve on the Foodbank's Committee, although they may not be required to attend every meeting if the other collection coordinators are available to attend. With support from the Mgr and Volunteer Coordinator the SCC will be required to set up and oversee a small rota of volunteers collecting food donations from Morrison's and Waitrose.

Requirements:

Suitable for any volunteer, new or existing. Useful skills include computer literacy, e.g. excel, word processing and email, and must be comfortable arranging and attending meetings with supermarket partners, minuting actions and assisting the Foodbank Mgr in developing supermarket relationships. Knowledge or willingness to learn 'Drop Box' to allow for collaborative working would be helpful. Must be an excellent team player with good interpersonal skills. The Foodbank holds regular food collections at the Maybird Tesco and workload increase around these events eg managing volunteer rotas and associated promotion. However, support will be provided by the Mgr and other committee members and dates agreed in advance.

Time Commitment:

Working closely with the Foodbank Mgr, allow a min 2-4 hrs/week with the potential for more involvement around supermarket collection dates.

What is Stratford upon Avon Foodbank?

We are an independent charity helping local people in crisis. This is done by providing food parcels to clients referred by partner agencies, and providing information to help clients improve their situation. The Foodbank is part of the Trussell Trust's network of 400+ foodbanks, and benefits from operational guidance provided by the Trust. We feed an average 100+ people a month of which 20% are children. The distribution sessions and warehousing is at the Foodbank's cabin on the carpark at the Tesco's Maybird store.

How to Apply

Email Marion Homer Foodbank Mgr. on info@stratforduponavon.foodbank.org.uk stating reasons for suitability by **Wed 25th Jan**. In the case of more than one suitable application informal interviews are provisionally planned for **Thurs 2nd Feb**. For more information please

read task description below or email info@stratforduponavon.foodbank.org.uk, or call 07736 611323. Information on Stratford Foodbank can be found at <https://stratforduponavon.foodbank.org.uk/>

IMPORTANT NOTES:

This role description below reflects the hopes and intentions of the organisation and is not intended to be contractually binding on either party, or to form a contract of employment. Please note that Stratford upon Avon Foodbank is Christian organisation and welcomes volunteers of all faiths and none.

Supermarket Collections Coordinator (Volunteer Position)

Immediate Objectives

Support the Foodbank Manager in creating fundraising team to cover the following areas

Individual Donations

- To ensure the Foodbank is utilising Gift Aid to its full potential

- Working with the Treasurer and foodbank Manager to investigate the habits of existing regular donors

- Ensure the Foodbank Website Manager has appropriate copy to explain the various ways donations can be made

- To maximise the potential of the Foodbanks new on-line giving facility

- To ensure donors receive than you letters highlighting how their donation has assisted the foodbank

- Consider the promotion of the '200 club' donation plan – a Russell Trust Template

Event Fundraising

- Use event as way of raising awareness, reaching new audiences and increasing the Foodbank's supporter and Donor base

- Creating event both large and small to increase donations

- To consider participation in existing events, eg Shakespeare marathon, raft Race etc etc

- Ensure the foodbanks insurance policy covers the fundraising event planned

- Undertake risk assessments as necessary

- Ensure licences for collecting money obtained from local authority

- Consider sponsorship of events by local businesses

- To create the necessary marketing and promotion to support fundraising events

- Review the Trussell Trust's Fundraising ideas booklet

Fundraising through Grant Giving

- To investigate grant giving opportunities, ie identifying trusts and Foundations that are empowered to make grants for charitable purposes

- To find volunteer with experience of grant finding and grant applications

- To identify grants offered under the following categories- Poverty Relief, Volunteer Projects, Social Welfare, Social Enterprise, Deprivation, Faith-based projects