



Job Description- Fundraising Manager

Post:	Fundraising Manager, Made in Hackney Local Food Kitchen (MIH)
Hours:	21 hours/week (3 days/week)
Location:	Home and Office (for meetings), Made in Hackney, Stoke Newington N16
Salary:	£30,000 pro rata
Holiday	21 days pro rota, plus all bank holidays and two weeks over the Christmas holiday period
Pension:	4% employer contribution to a stakeholder pension
Reports To:	Sarah Bentley, Founder and Project Director

We are open to discuss a job share.

INTRODUCTION

This is an interesting new role for someone with vision and dedication ready to help Made in Hackney grow sustainably over the next few years.

Made in Hackney has a successful track record of winning funding bids. Over the years these successes have included large grants from the Big Lottery, Tudor Trust and City Bridge Trust among many others. We have also delivered two crowdfunding campaigns which both exceeded their targets of £12K and £45K respectively.

We are now looking for someone to build on this success and join as a key member of our small and friendly team. There will be plenty of scope to be creative, contribute to project design and development as well as nurture our existing fundraising contacts and activities. There will be opportunities to collaborate with the Project Directors and our new Enterprise Manager, and to participate in our community celebration events and cookery classes to get a genuine feel and understanding of our work.

The experience of working at Made in Hackney is varied, unique and very rewarding. There is no 'typical' day and we are looking for someone who is flexible to work out of the normal office working hours (for example managing a fundraising event etc.)

SUMMARY

Responsibilities include:

Fundraising and Development

Made in Hackney currently generates 50% of its income from grants and 50% from enterprise or 'income generating' activities. Your role will be to ensure we build and maintain these grant streams and identify and successfully secure new bids. Targets to be confirmed with candidate on appointment.

- Experience of co-designing projects, writing grant applications and securing grant funding of a minimum of £100,000 from one funder – whether Trusts, Foundations or Corporate.
- Experience of working with teams to co-design programmes and their evaluation requirements to ensure the grant funders requirements are met by the organisation.
- Experience of reporting to and maintaining relationships with grant funders.
- Experience of establishing partnerships to work with on joint programmes and funding bids when beneficial.
- Assist with MIH's brand and business engagement strategy with leading health food brands.
- Develop and maintain existing and new supporter partnerships with restaurants, brands, companies and individuals that fit MIH ethos and ideology.
- Management and monitoring of charity collection pots – and relationships with all the venues that hold these.
- Develop and manage a funding pipeline to track funding opportunities.
- Preferred but not essential experience of nurturing and developing on and off line individual donor giving.
- Preferred but not essential - experience and contacts with high net worth individuals, and/or developing support of patrons.
- Preferred but not essential - experience of running a Crowdfunding campaign.

Events and Communications

- Coordinate fundraising events such as the Hackney Half Marathon and other supporter led fundraising events such as supper clubs, workplace charity days and other.
- Communicate fundraising successes on social media and online.
- Creating compelling case studies to report back to funders.

Governance, HR and Strategy

- Participate in regular update meetings with Project Directors to ensure effective communication and mutual support.
- Contribute to strategic discussions on future path of organisation.
- Opportunity to attend quarterly board meetings and report on fundraising progress. Expectation to attend at least 2 a year but opportunity to attend more.

Financial Management

- Participate in organisational budget planning and monitoring meetings.

PERSON SPECIFICATION

- At least 3 years' experience of securing grant income of £100K plus (minimum) per grant
- Experience, or at least passion and knowledge within the wholefoods, plant-based food sector.
- Excellent organisational skills and the ability to manage a variety of tasks simultaneously.
- Strong communication and interpersonal skills and the ability to deal with, and have empathy for, a diverse range of people including vulnerable groups.
- Ability to take initiative, be flexible and think creatively on a very limited budget.
- Excellent administrative and IT skills, and an ability to maintain records and produce clear written and oral reports.
- Can-do attitude when faced with challenges and rapid changes that can occur when working for a small but dynamic charity.
- Enthusiasm, energy and a positive attitude.
- Willingness to comply with the plant-based only food policy in the MIH office, kitchen premises and at all external delivery venues and events.

BENEFITS

- Flexible working arrangement including working from home.
- During a period of 6 weeks (to coincide with School Summer Holidays as defined by Hackney based The Learning Trust) can be carried out largely remotely on a flexible basis to allow for personal travel ambitions, career development opportunities and flexible childcare.
- Training in Emergency First Aid in the Workplace, Food Safety, and Safeguarding Vulnerable Adults and Children Protection Training among others.
- Staff discount of 15% in Food For All Shop.
- Opportunity to lead Community cooking class if this is of interest.
- Opportunities to undertake additional special projects outside of working hours

To Apply:

Please send no more than a 2 page covering letter explaining how you meet each part of the Project Specification criteria and your CV to: sarah@madeinhackney.org

Please mark your email subject: **Application: Fundraising Manager**

Deadline: August 30th 2018

Interviews: 1st Stage: Wednesday 18th September & Thursday 19th September. 2nd Stage: Wednesday 3rd October.

Post commences: As soon as possible after appointment however we can of course accommodate notice periods.

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Background on Made in Hackney

Made in Hackney is a pioneering educational eco-community kitchen and has recently become its own independent charity. Nestled underneath not-for-profit health food shop Food For All, we teach vital cooking, composting and food growing skills that are good for people and planet. In our classes we draw people's attention to the much overlooked reality of, 'without a healthy planet, how can we be healthy people?' We therefore teach people in fun and inspiring ways healthy eating and lifestyle skills alongside environmental best practice.

Our courses are attended by local charities, housing associations, support groups and community groups most in need of developing food skills. We also run courses in other community kitchens around London such as the Redmond Community Centre (Manor House) Lea View Hall (Springfield Park E5) and in Age UK community centres in Barnet and Peckham.

On Sunday's we run pay-by-donation Community Classes open to anyone, and led by local volunteers. We also run an enterprise arm of the charity which delivers Masterclasses on a ticket only basis for members of the public, as well as corporate, networking and speaking events. Our Team Away Days for employers bring groups of staff to us for a day of fun, practical cooking. <http://madeinhackney.org/services/employers>

Website: www.madeinhackney.org **Twitter** @Made_In_Hackney **Instagram** Made in Hackney

Facebook: <https://www.facebook.com/MadeInHackneyLocalFoodKitchen>