

Job Description

Job Title: **Senior Corporate Fundraiser**
Reporting To: **Corporate Partnership Manager**
Salary: **c.£35,000**
Contract type: **Fixed-term – two years**

About The Felix Project

The Felix Project is London's biggest food redistribution charity and the largest end-to-end food redistribution charity in Europe.

Our vision is a London where no one goes hungry and good food is never wasted.

We rescue surplus food from businesses, supermarkets, restaurants and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables, fruit, meat and fish. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it free of charge to London charities, schools, food banks, COVID food hubs and other organisations serving people in need. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

We are a very ambitious and dynamic young charity and we haven't stopped growing since we were founded in 2016 in memory of Felix Byam Shaw, by his father, entrepreneur Justin Byam Shaw. We recently ran a very high-profile media campaign with the Evening Standard and Independent, raising £10million to feed London. We have celebrity endorsement from Reece James, Phoebe Waller-Bridge and Jack Whitehall, Stephen Fry, James May and many others.

Last year we delivered enough food for 21.1 million meals to help people in need. We have continuing major growth plans for the next 4 years, with a target of delivering enough food for 100 million meals by 2024. Because nearly all the food we receive is donated by the food industry and volunteers, every £1 of expenditure redistributes £10 worth of food.

Purpose of the Job

The Felix Project is looking for a talented individual to help manage and implement their new business strategy. This role will sit within our growing Corporate Partnerships Team as part of the wider Fundraising & Marketing Team. The purpose of this role will be to lead on the development of new business and building upon our existing pipeline of future opportunities. You will be a key member of the fundraising team and actively contribute to the implementation of The Felix Project's fundraising strategy.

Your focus will be to ensure income growth from corporate sources and activity based in new business development however there will be some account management responsibilities alongside this. As a growing team we have networks and pipelines in place but there will be a requirement for the post holder to innovate and develop new ways of working in-line with the fast-paced operational requirements of the charity.

This is an exciting opportunity for a Corporate Fundraiser looking to take the next step in their career to build and develop new high value corporate relationships across a number of sectors.

Duties and Accountabilities

1. Strategy

- Play a role in implementing the three-year fundraising strategy, plan to time and budget, meeting specific financial and organisational objectives, targets and KPIs

2. New Business

- Proactively source and develop leads for future funding opportunities and partnerships, taking them through our prospect journey from identify to close.
- Actively build a three-year pipeline of opportunities across various sectors.
- Working with internal stakeholders to transform ideas, projects and priorities into strategic fundraising proposals.
- Identify and build relationships within brand new industries for the charity.
- Attracting new Corporate Partners to volunteer with the charity.
- Utilise current supplier relationships to leverage income generating activity.
- Support on the development of pitch and proposal materials.

3. Account Management

- Account managing several existing partnerships and converting these relationships to multi-year strategic partnerships.
- Creating bespoke employee engagement plans across a number of key strategic partnerships.
- Provide inspirational and emotive reporting, showing impact of support.
- Drive corporate participation in key Felix events such as World Hunger Day and Food Waste Action Week.

4. Administration

- Undertake routine financial management of partnerships.
- Work with internal stakeholders to create and implement effective fundraising reports through our Fundraising CRM.
- Effectively create and maintain up-to-date records on our Fundraising CRM.
- Provide regular analysis and income and expenditure reports.
- Provide regular activity and pipeline update reports.
- Undertake appropriate thanking for the fundraising and volunteering efforts of our corporate partners.
- Actively contribute to Corporate Partnerships Meetings and Fundraising Team Meetings.

Measures of Success

- Acquisition of new partners.
- Increasing value of the Corporate Partnerships pipeline.
- Building relationships in new business areas for the organisation.
- Meeting income targets for existing partners.
- Retention of and increased support from existing partners.
- Positive stakeholder feedback.

Person Specification

The Felix Project recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from candidates from diverse backgrounds.

We particularly welcome applications from those of a black and minority ethnic (BAME) background, as BAME people are currently under-represented within The Felix Project.

You will be a creative individual who has proven experience in developing and stewarding relationships with corporate partners, as well as knowledge and understanding of winning new business. You will have strong organisational skills and be confident to network and build relationships with supporters. You will be committed to the work of The Felix Project, sustainability and creating a circular economy.

Essential skills/knowledge relevant to this role

- Experience of identifying, creating and securing new leads that translate into partnerships, to the value of at least £100k.
- Excellent relationship building and account management skills.
- Demonstratable knowledge of the principles of charity/corporate partnerships, both new business and account management.
- Proven ability of effective and confident relationship building and converting leads into partnerships from all business sectors.

- Proven ability to manage a wide range of stakeholders and develop good relationships with supporters.
- Excellent communication and interpersonal skills, in person, online and written
- Ability to manage a varied workload, work on own initiative to multiple tight deadlines with demonstrable time management skills and processes.
- Experience of working with a CRM database
- Well organised with a record of providing regular reports and analysis

Desirable skills/knowledge relevant to this role

- Passionate about food-waste / sustainability
- Proficient in Microsoft Dynamics (or similar CRM)
- Confident public speaking and presenting skills
- Brilliant communicator and influencer
- Results focused with a problem-solving approach to challenges
- Digital/IT savvy
- Competent in MS Excel/Word/PowerPoint
- Creative with an organised and methodical approach

What you'll get in return

You will be working in an upbeat, innovative charity with strong vision, ambition and a fantastic culture and leadership team. This role is located in our Park Royal (W3 0RU) depot, you will also be able to work remotely. You will also be able to work in one of our other depot locations or attend external meetings with our corporate partners. The salary is c£35,000 per annum, 25 days annual leave + bank holidays.

Contract Type: Fixed term – two years
Hours: 37.5 hours per week, Occasionally the role may be required to work weekends and evenings.

Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to recruitment@thefelixproject.org with 'Corporate Partnerships Officer'.

Recruitment timeline

Applications close: Monday 29th November 2021
First interviews: w/c 6th December 2021
(if applicable) Second interviews: w/c 13th December 2021