



Winchester Food & Basics Bank (WFBB) Job Description

Job Title: Fundraising Officer

Date of Issue: 13th July 2026

Purpose of role: The person appointed will be responsible for increasing community fundraising income by developing and delivering a clear strategy that supports WFBB's goals and builds long-term support from local people, businesses and organisations.

Hours of work: 21.5 hours per week over three days.

Based at: Two days per week (Tuesday and Friday) based at HQ in Winnall and one day per week remote.

Additional hours may be required from time to time

Line Manager: The WBB Operations Manager

Key Responsibilities:	
1. Develop a strategic fundraising plan	• Develop a comprehensive fundraising strategy that grows income from community groups, local businesses, and individual supporters.
2. Income Development & Funding Opportunities	• Identify new fundraising opportunities and local funding streams and grants. • Lead on the writing and submission of grant applications. • Help ensure that any reporting requirements associated with awarded grants are met.
3. Community & Events Fundraising	• Plan and deliver community fundraising events and initiatives. • Coordinate volunteer involvement across community activities. • Lead key public campaigns, including food drives and seasonal appeals. • Create new, engaging fundraising ideas that reflect the charity's mission.
4. Relationship Building & Partnerships	• Build strong relationships with local businesses, donors, schools, faith groups, and community organisations. • Develop and manage corporate partnerships, including sponsorships and charity-of-the-year collaborations. • Represent the charity at meetings, events, and networking opportunities.

5. Communications, Marketing & PR	• Deliver a clear communications plan to promote fundraising and the charity's impact. • Support social media channels and produce engaging digital content which highlights the positive work and encourages others to contribute to the work of WFBB. • Write press releases, newsletters, and website updates to raise awareness of WFBB activities.
7. Monitoring, Reporting & Administration	• Track fundraising performance against budget and report to the Board. • Maintain accurate records of donors, events, and income. • Ensure compliance with fundraising regulations and GDPR where applicable.

Person Specification	
Experience	
Proven track record in fundraising, income generation, or a similar role.	Essential
Experience planning and running successful community or fundraising events.	Essential
Experience supporting or coordinating volunteers.	Desirable
Skills & Attributes	
Clear understanding of Winchester Food & Basics Bank's values.	Essential
Strong networking skills with the ability to engage donors, businesses, and community groups.	Essential
Confident communicator in writing, in person, and on the phone.	Essential
Able to plan, prioritise, and meet deadlines.	Essential
Works well independently and collaboratively.	Essential
Competent with Office tools, internet use, and social media.	Essential
Maintains confidentiality and acts professionally.	Essential
Committed to equality, diversity, and respectful behaviour.	Essential
Personal Qualities	
Motivated, proactive, and solution-focused.	Essential
Willing to work occasional evenings or weekends.	Essential
Full driving licence and access to a vehicle.	Essential