



## Community Foundation for Northern Ireland

### JOB DESCRIPTION

<b>Job title:</b>	Fund Development Manager
<b>Responsible to:</b>	Director of Development and Communications
<b>Responsible for:</b>	Fund Development Officer
<b>Hours:</b>	35 per week
<b>Salary:</b>	NJC Points 32-35 (£36,371- £39,571)
<b>Duration:</b>	Permanent
<b>Location:</b>	The Foundation currently has a hybrid working approach and therefore your place of work will alternate between the office location and home. You will be expected to travel extensively across Northern Ireland and when necessary, in the Republic of Ireland, the UK mainland and occasionally, internationally.

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### Summary

The Community Foundation for Northern Ireland is an independent grant making trust, inspiring generosity and achieving impact. In a society where everyone can prosper and live in peace, we encourage and support those who want to give and empower the local community to effect change.

You will be part of a small and busy team. Working closely with the Director of Development and staff team, your role will be to raise income and develop donors for the Foundations' funds and programmes.

You will need excellent verbal and written communication skills. You will have experience of individual giving and account management, making approaches, building and managing relationships with businesses, professional advisors, individuals, families and charitable trusts. A background in donor development will be important, as will negotiating and managing five and six figure sums. Good presentation skills, understanding of financial

models within a Trust or Foundation and the ability to build high-level relationships with a range of stakeholders is also essential.

### **Main duties and responsibilities:**

- Develop and secure funds against targets from a range of sources to increasing the value of the endowment and annual income for the Foundation
- Support the development and manage the delivery of the fund development strategy, including specific campaigns and activities, events, project visits and other donor experience/networking opportunities
- Attend and contribute to Foundation meetings
- Manage, Implement and report on opportunity management systems and procedures
- Systematically research, identify and maintain up to date records of all donors (current and prospects) and activity using CRM system. Ensure the effective use of CRM systems in line with the Foundation's policies and data protection requirements.
- Develop cases for support, write applications and bid for institutional funding
- Work closely with colleagues to negotiate and agree contracts and fund agreements with donors
- Ensure all activities comply with the Fundraising Regulator and the Institute of fundraising Codes of Practices as well as all legal requirements relating to the post
- Support the Foundation in all aspects of the development strategy, including work with private donors, charitable trusts and professional advisors

### **Donor cultivation and stewardship**

- Implement and report on strategies for soliciting and stewarding major new, repeat and legacy gifts, playing an active and hands-on role in cultivating potential donors.
- Develop and support plans for engaging professional advisors, ensuring they are well informed about the Foundation and keen to refer clients.
- Provide technical advice to donors on gift acceptance in line with the Foundation's policies, and deliver a range of fund distribution options that support donors' wishes and meet community needs.
- Implement an excellent and rewarding donor experience to support donor engagement.
- Keep up to date on trends in philanthropy, including issues relating to tax-effective giving, to inform donor development and services.
- Undertake any other reasonable responsibilities as directed by the Director of Development

## Personnel Specification

### ESSENTIAL REQUIREMENTS

FACTORS	ESSENTIAL	ASSESSED
<b>Qualifications</b>	Educated to degree level and/or Senior-level experience (3 years) in a relevant field e.g fundraising, philanthropy advice, family/wealth advice, business development etc.	Application form
<b>Knowledge and Experience</b>	<p>High-level understanding and experience of private philanthropy and vehicles for giving.</p> <p>High-level understanding of charitable governance and regulation.</p> <p>Excellent written and verbal communication skills, including confidence in public speaking and an ability to persuade and negotiate effectively.</p> <p>Experienced and competent in developing cases for support, writing applications and bidding for institutional funding</p> <p>Personal experience of successfully growing, cultivating, stewarding and/or advising major gifts or investments from private individuals, families or businesses.</p> <p>Ability to build high level relationships with a diverse range of stakeholders internally and externally.</p> <p>Competent with a range of ICT and operational systems, including familiarity with CRM programmes.</p> <p>Good negotiation skills</p>	<p>Application form</p> <p>Application form</p> <p>Application form and Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form</p> <p>Interview</p>
<b>Knowledge and Experience</b>	<p><b>DESIRABLE</b></p> <p>Experience of working in or with community foundations or other donor-advised funds.</p> <p>Experience of working with professional advisors.</p> <p>Experience of grant-making</p> <p>Experience of working with high profile individuals</p>	<p>Application form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>Personal Qualities</b>	<p>Commitment to the Foundation's vision, mission and values of Generous, Thriving and Together</p> <p>Highly motivated and able to cope well under pressure</p>	<p>Interview</p> <p>Interview</p>

	<p>Integrity and excellent professional judgement.</p> <p>Able and willing to work flexibly, including regularly attending meetings and events outside normal office hours</p> <p>Able and willing to travel for work within Northern Ireland and occasionally outside it.</p> <p>Is a good team player</p> <p>Is able to take responsibility for their own workload, sometimes with minimal supervision</p>	<p>Interview</p> <p>Interview</p> <p>Application form</p> <p>Interview</p> <p>Interview</p>
<b>Other Requirements</b>	<p>Full driving licence and access to a form of transport.</p> <p>Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</p>	<p>Application form</p>

### **Summary of Main Terms and Conditions**

- This is a full-time permanent post. Working hours are 35 per week, exclusive of meal breaks.
- The normal hours for this post are Monday to Friday, 9.00 a.m. to 5.00 p.m. and based in the Foundation's Belfast Office. However, the Foundation is a flexible employer operating a flexible working policy and therefore some flexibility will be available. Initially, the post will be home-based as we are currently working remotely. This is likely to change to the Foundation's Belfast Office when lockdown restrictions ease, when the postholder will be required to work two to three days per week in the office.
- Availability for some evening work.
- Holidays are 25 days annually plus birthday off, (plus statutory & customary days).
- The post is subject to a probationary period of up to 6 months.
- The post-holder may be eligible for membership of the Foundation's Pension Scheme.
- The post-holder will be entitled to membership of the Foundation's HealthShield Employee Benefits Scheme.
- The post-holder will **not** be entitled to on-site parking.

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men are currently under-represented in our workforce, we would particularly welcome applications from men.

**April 2022**