



Recruitment Pack

Fundraising and Philanthropy Manager

July 2024

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1. Introduction

We are delighted that you are interested in applying for the role of Fundraising and Philanthropy Manager with the Community Foundation for NI.

Since we were established in 1979, we have awarded millions of pounds in grant funding to local charities and community groups. We have also developed numerous programmes to support local communities build their capacity and sustainability. We have encouraged local philanthropy and facilitated donors with their giving, working in partnership with a range of donors, trusts, foundations and government to improve the lives of people in NI.

We are excited to have just started the second year of our new three-year strategy. The Fundraising and Philanthropy Manager will be critical in working with new and potential donors to help us achieve our ambitious objectives between now and March 2026, and beyond.

We are a great employer and hope that you will get a picture of what it would be like to work for the Foundation, through this pack.

We will be delighted to receive your completed application by the closing date of **12 noon on 31 July 2024.**

Yours sincerely

Roisin Wood

Chief Executive



About Community Foundation for NI

2.1 Background

The Community Foundation for NI is a local, independent charitable trust that provides grants and support to local communities in Northern Ireland.

We have offices in Belfast and Derry-Londonderry, although since Covid, we have operated a hybrid working policy for all staff.

We dedicated a lot of time in 2022/23 developing our new strategy, covering the three years from April 2023 to March 2026. As part of this process, we changed our mission, vision, values and behaviours.

2.2 Vision

Our vision is a fair and equitable society for everyone.

2.3 Mission

Our mission is working hand in hand with communities to build a better future.

2.4 Strategic Priorities

Over the next 3 years we will focus on:

- Engaging and supporting communities;
- Driving Equity, Diversity and Inclusion;
- Improving Well-being

2.5 Values

Ambitious	<p>Having or showing a strong desire and determination to succeed. Not doing more but doing it smarter and better in a way that puts all communities at the heart of our work.</p> <p><i>'Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming'</i></p> <p>John R Wooden</p>
Passionate	<p>Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.</p> <p><i>'What lies behind us and what lies before us are tiny matters compared to what lies within us'</i></p> <p>Ralph Waldo Emerson</p>
Integrity	<p>Adherence to moral and ethical principles.</p> <p><i>'It takes courage to create a meaningful life of integrity. It also requires good company. And practice'</i></p> <p>Shelly Francis</p>

2.6 Behaviours

Active listening:	Non-judgmental:	Collaborative:
listen, be attentive, reflect, clarify, don't interrupt	engaging without judgement, criticism or personal bias	working positively together towards a shared goal

We support our staff and Trustees to live our values and behaviours and work together to improve the lives of people in Northern Ireland.

3. Why work for us?

The Community Foundation's aim is to be the best charity to work for in Northern Ireland. We feel we have a great staff team. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth.

For more details on Employee Benefits, please see Section 9.

4. The role of Fundraising and Philanthropy Manager

The Fundraising and Philanthropy Manager will report to the Director of Fundraising and Philanthropy, assisting and supporting them to successfully achieve the Foundation's income generation targets.

We also expect that the Fundraising and Philanthropy Manager will identify improvements and efficiencies; that their voice will be key in helping us see how we can do things better. We will listen to their ideas about how we can live our culture and values, enhance workplace wellbeing and improve organisational performance.

The Job description below sets out the role in more detail, while the Person Specification sets out our requirements for the role. More information about the Foundation and our people can also be found on our website.

5. Job Description

Job title:	Fundraising and Philanthropy Manager
Responsible to:	Director of Fundraising and Philanthropy
Hours:	35 per week
Salary:	NJC Points 32-35 (£40,221- £43,421) – it is our normal practice for new employees to start on the first point of the scale
Duration:	Permanent
Location:	The Foundation currently has a hybrid working approach and therefore the place of work will include the Belfast office location (currently Citylink Business Park, 6A Albert Street, Belfast) 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.

About Us

The Community Foundation for Northern Ireland is an independent grant-making trust. Our vision is for a fair and equitable society for everyone, working hand in hand with communities to build a better future. We are passionate and ambitious about what we do, and we act with integrity.

We have a great staff team, with 30 staff across two offices, in Belfast and Derry-Londonderry, who are all committed to making a difference to people in Northern Ireland. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth.

About You

You will share our values of ambition, passion and integrity and are committed to positive social change and improving the lives of people in Northern Ireland. You will demonstrate our behaviours of active listening, non-judgemental and collaboration both internally and externally. You will have the skills and qualities to build strong and meaningful relationships, and a commitment to working collaboratively and harmoniously with the Fundraising and Philanthropy team and the wider staff team.

Summary of the role:

The Fundraising and Philanthropy Manager will report to the Director of Fundraising and Philanthropy, assisting and supporting them to successfully achieve the Foundation's income generation targets by:

- seeking funding from trusts, foundations, corporates, high net worth individuals, legacies and government, generating both endowed (long-term) and short-term revenue funding;
- facilitating donors to establish donor advised funds which are aligned to their charitable interests and to the Community Foundation's strategic priorities.

Main duties and responsibilities:

- Work collaboratively and in line with the Foundation's policies and income generation procedures, to secure new income for the Foundation to support all areas of our work;
- Secure new income against agreed targets from a range of sources, to ensure the successful delivery of the income generation plan;
- Develop and manage campaigns to secure new income for specific purposes;
- Develop cases for support, write funding applications and bids for institutional funding;
- Provide reports on income generated against agreed targets, for the Director of Fundraising and Philanthropy, Senior Management Team and Trustees;
- Assist with securing trust transfers, and support trusts that are dormant or closing with the trust transfer process;

- Develop and support plans for engaging with professional advisors, ensuring they are well informed about the Foundation and our services for donors;
- Ensure the accurate and timely recording of all data relating to income generation and opportunity management, on Sharepoint and on our Salesforce database;
- Generate progress reports and updates on opportunity management;
- Ensure all activities comply with the Fundraising Regulator and the Institute of Fundraising Codes of Practices, as well as best practice and legal requirements relating to fundraising.

Donor Management and Stewardship

- Research and carry out due diligence on prospects and potential donors and log on our database in line with the Foundation's policies and data protection legislation;
- Prepare business cases for new funds and programmes, for approval by Trustees;
- Ensure that all donations received are in line with the Foundation's Donations Acceptance Policy;
- Work closely with colleagues to negotiate and agree contracts and fund agreements with new donors;
- Work in partnership with the Grants, Programmes and Operations Teams to transition new donors into the Foundation;
- Provide excellent donor care and stewardship services to new and potential donors, in line with agreed donor care and stewardship procedures;
- Build relationships and work with professional advisors and existing donors to encourage legacy donations;
- Plan and oversee events, project visits and other networking opportunities for prospective donors;
- Keep up to date on trends in income generation, including issues relating to tax-effective giving;
- Assist with supporting the donor network through events and materials;
- Undertake any other reasonable responsibilities as directed by the Director of Fundraising and Philanthropy.

Other:

You will also be expected to:

- contribute towards other aspects of the Foundation's work as required, including the strategic development of the Foundation.

General:

All staff are required to:

- carry out their work in accordance with the organisational culture, values and behaviours;
- be aware of, understand and comply with all the Foundations policies and procedures;
- manage their workload effectively while ensuring the efficient use of office resources and in particular Microsoft Office and the Foundation's database, Salesforce;
- always maintain the confidentiality of information received;
- carry out such other appropriate tasks and work as requested;
- attend and participate in staff meetings, team meetings and training and share learning with other staff and the trustees, as relevant;
- attend some of the Foundation's events each year;
- Identify improvements and efficiencies – we have a lean approach to our operations and are always trying to improve.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

6. Fundraising and Philanthropy Manager: Person Specification

ESSENTIAL REQUIREMENTS	DETAILS	ASSESSED
Qualifications	A good standard of education with at least 5 GCSE's (Grade A to C) or equivalent, including Maths and English.	Application Form
Experience	<p>(i) Three years' relevant work experience in a similar role where the main purpose of the role was fundraising, philanthropy or income generation;</p> <p>(ii) Proven track record over at least three years of achieving fundraising targets and generating new business;</p> <p>(iii) Experienced and competent in developing cases for support, writing funding applications and bidding for institutional funding;</p> <p>(iv) Personal experience of successfully growing, cultivating, stewarding and/or advising major gifts or investments from private individuals, families or businesses;</p> <p>(v) Experience of building strong relationships with a diverse range of stakeholders, internally and externally.</p>	Application form and Interview
Knowledge and Skills	<p>Knowledge and understanding of donor care and stewardship processes;</p> <p>Excellent written and verbal communication skills;</p> <p>Presentation skills and confidence in public speaking and an ability to persuade and negotiate effectively;</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>

	<p>Organisational and time management skills and the ability to meet deadlines;</p> <p>Strong IT skills, including a working knowledge of MS Office and the ability to produce reports using IT systems;</p>	<p>Interview</p> <p>Application Form</p>
Other requirements	<p>Commitment to the Foundation's vision, mission and values and behaviours;</p> <p>Committed to Diversity, Equity and Inclusion and to working with a diverse range of people and communities across Northern Ireland;</p> <p>Full driving licence and access to a form of transport. Consideration will be given to alternative traveling proposals in respect of applicants with a disability who cannot hold a licence</p> <p>Able to work flexibly and attend both daytime and evening events across Northern Ireland, the UK and Ireland. Travel to Europe and the US may also be required occasionally.</p>	<p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p>
DESIRABLE REQUIREMENTS		
Knowledge and Experience	<p>Experience of working with professional advisors, to encourage charitable giving.</p> <p>Knowledge of charitable giving, charitable governance and fundraising regulations.</p>	<p>Application form</p>

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men and members of minoritised communities are currently under-represented in our workforce, we would particularly welcome applications from these sections of the community.

7. How to apply

Application Forms must be completed in full, signed (electronic signature accepted) and returned by email to Fiona O'Toole at fotoole@communityfoundationni.org

The closing date for applications is **12 noon on Wednesday 31 July 2024**.

Applications received after the closing date will not be considered.

CVs will not be accepted.

Equality Monitoring

Applicants are also asked to complete the separate Employment Monitoring Questionnaire and return by email by the deadline to:

fotoole@communityfoundationni.org

8. Summary of Main Terms and Conditions

- This is a full-time permanent position, subject to a probationary period of up to 6 months.
- Normal office hours are Monday to Friday, 9.00 a.m. to 5.00 p.m. However, flexibility is a key requirement for this post with the post-holder expected to work some evenings and occasionally at weekends. There will also be extensive travel across Northern Ireland and when necessary, in the Republic of Ireland, the UK mainland and occasionally, internationally.
- We offer flexible working arrangements, subject to business needs. The post is currently a hybrid post, working between home and the office each week. All staff are required to work in the office on an agreed team day each week plus on additional days to meet the needs of the post.
- Holidays are 25 days annually (plus statutory days), rising to 30 days after 5 years. Staff also get a day off for their birthday each year.
- The post-holder may be eligible for membership of the Foundation's Pension Scheme.
- Life assurance and permanent ill-health insurance is provided to eligible staff.
- Private medical insurance is available to eligible staff.
- The post-holder may be entitled to membership of our health cash plan.
- Staff also have access to a wide range of health and wellbeing benefits.
- The post-holder will not be entitled to free on-site parking at our office. However, there is a carpark on site which staff can pay to use at their own expense.

9. Employee Benefits and Wellbeing Benefits

We offer all employees a rewarding career and value all that they can bring to the role to help us deliver our vision and mission. We want to have the best people working at the Community Foundation, staff who are passionate and ambitious about our work and who act with integrity. We care about our staff and treat them well. In addition to attractive and competitive salaries, we offer all employees a range of benefits, including our core employee benefits and more recently, we have added our wellbeing benefits. We hope that our benefits show our staff that we put their wellbeing first, to ensure that they are healthy, happy and motivated at work, have a good work-life balance and can perform at their best.

Core Employee Benefits

- 25 days Annual leave, rising to 30 days after 5 years' service
- 11 Statutory/Public holidays
- 2 Customary days
(All leave is pro-rata for part-time staff)
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Hybrid working arrangements
- Working from Home Allowance
- Flexible working
- On-line staff training portal
- Financial support and time off for training and development

Health and Wellbeing

- Permanent ill-health Insurance
- Life Insurance
- Private Medical Insurance
- Health cash plan
- Health checks
- Staff wellbeing training, activities and events
- Cycle to work scheme
- Volunteering Leave

Reward and Recognition

- Birthday leave and birthday gift
- Recognition awards linked to values and behaviours
- Rewards linked to financial wellbeing
- Acts of Kindness Rewards
- Office Wellness Hub, with wellbeing resources

10. Strategy 2023-26

Please find below a link to our Strategic Plan:

[Community-Foundation-Strategy-2023-26-1.pdf \(communityfoundationni.org\)](#)