



**Recruitment Pack**

**Fund Development Manager**

**October 2025**

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## 1. Introduction

We are delighted that you are interested in applying for the Fund Development Manager role 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 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 Monday 17<sup>th</sup> November 2025.**

Yours sincerely

Róisín 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

<b>Ambitious</b>	<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><b><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></b></p> <p>John R Wooden</p>
<b>Passionate</b>	<p>Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.</p> <p><b><i>'What lies behind us and what lies before us are tiny matters compared to what lies within us'</i></b></p> <p>Ralph Waldo Emerson</p>
<b>Integrity</b>	<p>Adherence to moral and ethical principles.</p> <p><b><i>'It takes courage to create a meaningful life of integrity. It also requires good company. And practice'</i></b></p> <p>Shelly Francis</p>

## 2.6 Behaviours

<b>Active listening:</b>	<b>Non-judgmental:</b>	<b>Collaborative:</b>
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. Job Description**

##### **Job Description: Fund Development Manager**

**Organisation:** Community Foundation for Northern Ireland

**Location:** Hybrid (Belfast office and remote working)

**Hours:** Part Time (21 hours per week)

**Salary:** NJC Points 32–35 Pro Rata (£42,839 – £46,142) – it is our normal practice for new employees to start on the first point of the scale

**Reports to:** Director of Grants and Fund Development

**Contract Type:** Permanent

##### **About the Community Foundation for Northern Ireland**

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 25 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.

##### **Role Purpose**

As Fund Development Manager, you will champion new approaches to giving and drive innovation in how CFNI diversifies its funding base. Working closely with the Director of Grants and Fund Development and the wider team, you'll co-create opportunities with donors, trusts, foundations, corporates, and high-net-worth individuals, designing fresh, engaging ways for people to give and get involved.

Your focus will be on developing exciting new funds and donor experiences, while nurturing and stewarding existing relationships to ensure every supporter feels valued and inspired. You'll play a pivotal role in shaping the future of philanthropy in Northern Ireland, helping to unlock new resources and amplify the Foundation's impact.

This is a unique opportunity to bring creativity, strategic thinking, and a collaborative spirit to a role where your ideas and energy will make a tangible difference. You'll enjoy the freedom to innovate, grow professionally, and see the real-world results of your work in communities across Northern Ireland.

## **Key Responsibilities**

### **Fund Development & Donor Engagement**

#### **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.
- € Identify and pursue funding opportunities from trusts, foundations, corporates, and government bodies and support new income against agreed targets.
- € 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 Grants and Fund Development, 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.

#### **Team Collaboration**

- Work closely with the Grants and Fund Development Directorate to ensure seamless integration of fundraising and grant-making.
- Support the Grants and Donor Care staff in donor stewardship and fund administration ensuring high levels of engagement and satisfaction.



## **Communications & Visibility**

- Work with the Communications team to enhance CFNI's visibility among potential funders.
- Represent CFNI at external events, networking opportunities, and sector forums.

## **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.

## **5. Person Specification**

	<b>ESSENTIAL CRITERIA</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 3 years' experience in fundraising, donor engagement, or business development role with a proven track record of designing and launching new funding initiatives.</li> <li>• Demonstrated ability to develop creative approaches to donor engagement and fund development, moving beyond traditional fundraising methods</li> <li>• Experience working collaboratively with program, communications, and grant-making teams to co-create funding opportunities aligned with organisational mission.</li> <li>• Exceptional interpersonal skills, with evidence of building long-term, values-driven relationships with donors, partners, and stakeholders</li> </ul>
<b>KNOWLEDGE/ SKILLS</b>	<p>Knowledge and understanding of donor care and stewardship processes;</p> <p>Strategic thinker with the ability to translate vision into actionable plans.</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>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>

<b>OTHER REQUIREMENTS</b>	<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><b>DESIRABLE CRITERIA</b></p> <ul style="list-style-type: none"> <li>• Experience working with donor-advised funds or giving circles.</li> <li>• Knowledge of the Northern Ireland funding landscape (Including knowledge of charitable giving, charitable governance and fundraising regulations).</li> <li>• Proficiency in using digital tools and CRM systems to manage donor pipelines, track engagement, and report on outcomes.</li> </ul>
<b>QUALIFICATIONS</b>	<p>A good standard of education with at least 5 GCSE’s (Grade A to C) or equivalent, including Maths and English.</p>



## 6. How to apply

Please send your CV, accompanied with a cover letter which outlines your suitability for the role, and specifically how you meet the eligibility criteria outlined in section 5, to Natalie Duncan at [nduncan@communityfoundationni.org](mailto:nduncan@communityfoundationni.org)

**Your cover letter should be no more than 2 pages long, and font size no smaller than font 10.**

The closing date for applications is **12 noon on Monday 17<sup>th</sup> November 2025**.

Applications received after the closing date will not be considered.

## 7. Summary of Main Terms and Conditions

- This is a Part-Time post of 21 hours per week. Working hours are exclusive of meal breaks.
- The post-holder may be required to be flexible and work unsocial hours, including evenings and weekends, to meet the needs of the post. The post is 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. We are currently operating a hybrid working model and you will be expected to work both from home and the office.
- Holidays are 25 days annually (plus statutory & customary days)- pro rata for part-time posts.
- Staff also get a day off for their birthday each year.
- 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 may be entitled to membership of the Foundation's Health Shield 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 people. However,

as men and members of the minoritised communities are currently under-represented in our workforce, we would particularly welcome applications from these sections of the community.

## **8. 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 10 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- Eligibility for paid carers leave
- 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
- 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

## **9. Strategy 2023-26**

Please find below a link to our Strategic Plan:

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