



Recruitment Pack

Director of Grant Making

August 2026

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1. Introduction

We are delighted that you are interested in applying for the Grants Director 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 **12.00 noon on Wednesday 9th September 2026.**

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.

In 2022/23, we dedicated a lot of time to developing our strategy as we emerged from covid. Initially it was for three years from April 2023 to March 2026, however, in May 2026 we extended the strategy and renewed our Strategy House to reaffirm our mission, vision, values and strategic priorities, ensuring they continue to reflect the needs of communities and the role CFNI plays in creating long-term social change. The new Strategy House sets out not only what we aim to achieve, but also who we are, how we work and the values that guide our decisions and relationships.

As part of this process, we added a new value which we felt was critical to all we do internally and externally – Kindness.

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 2 years we will continue to focus on:

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

2.5 Values

Ambitious	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. <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> John R Wooden
Passionate	Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society. <i>'What lies behind us and what lies before us are tiny matters compared to what lies within us'</i> Ralph Waldo Emerson
Integrity	Adherence to moral and ethical principles. <i>'It takes courage to create a meaningful life of integrity. It also requires good company. And practice'</i> Shelly Francis
Kindness	We use kindness to drive our trust-based partnerships that support community led change. <i>'The purpose of human life is to serve, and to show compassion and the will to help others.'</i> Albert Schweitzer

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 8.

4. Job Description

Job title: Director of Grant Making

Responsible to: CEO

Hours: 35 per week (The post holder will be expected to work flexibly to meet the needs of the post – some evening/ weekend work will be required)

Salary: £63,837 - £67,435 (points 51 to 54), starting on point 51 (£63,837). It is our normal practice for new employees to start on the first point of the scale.

Duration: Permanent Post

Location: The Foundation currently has a hybrid working approach and therefore your place of work will include both the office location (Belfast/Derry) and home-based working. You will be expected to travel extensively across Northern Ireland.

Role Description

The Director of Grant Making is a senior leadership role responsible for leading the strategic development and oversight of the Community Foundation's grant-making and donor care functions.

As a member of the Senior Leadership Team, the Grants Director will lead the Foundation's approach to effective, impactful and innovative grant-making, ensuring that grant funds and grants deliver meaningful outcomes for communities whilst meeting donor and funder priorities.

The Grants Director will provide strategic leadership to the Grants and Donor Care

Team, driving excellence in grant management, donor care, impact measurement and continuous improvement. The postholder will work closely and collaborate with the CEO, senior colleagues, donors, funders and key stakeholders to collectively help grow philanthropic investment in Northern Ireland and strengthen the Foundation's reputation as a trusted organisation.

The Grants Director will play a key role in shaping organisational strategy, growing existing donors, informing policy discussions relevant to the community and voluntary sector and ensuring that the Foundation's grant-making remains responsive to emerging community needs.

About You

You will be an approachable, dynamic and strategic leader who is passionate about philanthropy, community impact and social change. You will be motivated and committed to our values, vision and mission and will play a key role in shaping and delivering the Foundation's grant-making strategy.

You will have significant leadership experience and a proven track record of managing and developing high-performing teams. You will be skilled at creating a positive and collaborative culture, empowering others to succeed and ensuring that services are delivered to the highest standards.

You will bring substantial relevant experience, with the ability to balance strategic thinking with operational oversight. You will be able to identify opportunities for growth and innovation and demonstrate sound judgement in managing complex issues, competing priorities and organisational risk.

You will be an excellent communicator with strong analytical and influencing skills. You will be confident building relationships with a wide range of stakeholders, including donors, funders, community organisations, public sector partners and colleagues. You will be able to inspire trust and confidence, represent the Foundation externally and will work collaboratively across the organisation to bring increased investment in local communities.

You will have a strong understanding of the community and voluntary sector and the challenges and opportunities facing communities across Northern Ireland. You will be committed to ensuring that the Foundation's grant-making remains responsive, impactful and informed by evidence and learning.

You will be comfortable working both strategically and operationally, leading multiple priorities and managing change in a fast-paced environment. You will have excellent organisational skills, be highly proactive and able to plan and

manage your workload effectively while supporting others to achieve their objectives.

You will have strong IT skills and be highly competent in using Microsoft Office. You will have significant relevant experience of using databases and CRM systems to manage complex workflows and produce timely and relevant reports. We also expect that you will actively identify improvements and efficiencies that enhance our services, strengthen our impact and support our culture and values.

Main Responsibilities

Strategic Leadership

- Lead the development and implementation of the Foundation's grant-making strategy in line with organisational priorities.
- Contribute to the overall strategic leadership of the Foundation as a member of the Senior Management Team.
- Identify opportunities for innovation, growth and improvement across grant-making and donor care.
- Ensure grant-making activities align with community needs, donor intentions and organisational objectives.
- Lead the development of annual operational plans, budgets and performance measures for the Directorate.
- Provide strategic advice and recommendations to the CEO and Board on grant-making, philanthropy and community needs.

Grant-Making, Impact and Learning

- Provide leadership and oversight of the Foundation's grant-making portfolio, ensuring fair, transparent, inclusive and effective processes.
- Lead the development of grant funding initiatives.
- Ensure robust monitoring, evaluation and learning systems are in place to measure impact that can inform organisational development and future funding strategies.
- Promote evidence-based decision-making and continuous improvement in grant-making practice.
- Monitor trends and developments within the community and voluntary sector and assess implications for grant-making.

- Collaborate with the Director of Policy, Public Affairs and Communications to identify policy issues arising from grant making and contribute to the Foundation's policy and influencing work.

Donor and Stakeholder Engagement

- Work collaboratively with other Directorates to develop and maintain strategic relationships with major donors, funders and philanthropic partners
- Work collaboratively with other Directorates to securing of philanthropic investment and funding opportunities.
- Ensure high standards of donor care and reporting in the Directorate and to donors and stakeholders
- Represent the Foundation across donor, funder, partnership and sector engagement opportunities.

Governance, Finance and Risk

- Ensure compliance with legal, regulatory, financial and governance requirements across grant-making and donor care activities, including the Code of Practice for Fundraising
- Build relationships with the Grants and Impact Committee and Board of Trustees, to enable appropriate oversight of and accountability for grant-making activities
- Maintain oversight of budgets, financial controls, risk management and internal processes.
- Provide reports and assurance to the CEO and Board on performance, impact, compliance and risk.

Leadership and People Management

- Lead, manage and develop the Grants and Donor Care Team, fostering a positive, collaborative and high-performing culture.
- Provide effective leadership, supervision and professional development in your Directorate and your direct reports specifically.
- Monitor performance against agreed objectives and key performance indicators.

External Relations and Representation

- Act as an ambassador for the Foundation, promoting its mission, vision and values.
- Build strong relationships with statutory agencies, trusts, foundations, community organisations and sector networks.
- Represent the Foundation at conferences, events and partnership meetings.
- Promote collaboration and knowledge sharing across the sector.

General

All staff are required to:

- Carry out their work in accordance with the organisational values.
- Comply with all Foundation policies and procedures.
- Maintain confidentiality at all times.
- Attend relevant meetings, events and training.
- Undertake other duties commensurate with the level of the role.

This Job Description is not intended to comprehensively list the responsibilities of the post but outlines the main duties and responsibilities of the role.

1. Director of Grant-making- Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
QUALIFICATIONS & EXPERIENCE	- A minimum of 5 years' experience in a senior leadership, director or management role, which includes: (i) demonstrable experience of leading, supporting and developing high-performing multi-disciplinary teams (ii) responsibility for managing a department, function, or organisation-wide service to deliver high-quality outcomes (iii) Strong understanding of grant-making, philanthropic investment, donor stewardship, and programme management. (iv) Experience of working directly with or reporting to a Board, Committee, or Senior Leadership Team.	Application Form
	- Experience of building and maintaining strong strategic external relationships with key stakeholders, including donors, funders, partners, and senior sector leaders. - Experience of working at a strategic level within a complex organisation, contributing to organisational planning, governance, or senior leadership decision-making. - Experience of managing complex projects, budgets, or portfolios of work,	Application Form and interview

	ensuring effective delivery, compliance, and impact.	
KNOWLEDGE/ SKILLS	• Strong knowledge of the community and voluntary sector, including current issues, opportunities, and policy context in Northern Ireland. • A high level of competence in strategic leadership, planning, and performance management, with the ability to translate organisational priorities into delivery. • Excellent communication skills, including the ability to communicate clearly and persuasively orally and in writing, and to produce high-quality reports for senior audiences. • Excellent organisational and decision-making skills, with the ability to manage competing priorities, complex workloads, and deadlines • Strong analytical skills, including the ability to interpret data, evaluate impact, and draw out strategic and policy implications of grant programmes. • Strong IT skills, with high competency in MS Office, including Excel, and significant, relevant experience of using CRM or database systems (e.g. Salesforce) to manage complex workflows and reporting.	Interview & Presentation Interview & Presentation Interview & Presentation Interview & Presentation Application Form Interview & Presentation

PERSONAL QUALITIES	Committed to the Foundation's vision, mission, values and behaviours. Committed to Diversity, Equity and Inclusion, and to working with diverse communities across Northern Ireland. Able to represent the Foundation at senior-level meetings, events, and external engagements, including occasional evening commitments. Ability to travel across Northern Ireland, Ireland and the rest of the UK as required.	Application Form and Interview Application Form
OTHER REQUIREMENTS	Available to work outside normal office hours, including evenings and weekends. Full driving licence and access to a form of transport. Consideration will be given to alternative travel proposals in respect of applicants who do not hold a license. We operate a hybrid working model whereby staff work both from home and the office. A large part of this role requires you to be working independently but reporting regularly into the wider team.	Interview Application Form Interview
	DESIRABLE CRITERIA	

EXPERIENCE	Experience working within a grant-making organisation, philanthropic body, trust, or foundation. Experience of influencing policy, strategy, or sector-wide change, particularly in relation to community investment or social impact. Experience of using CRM systems (e.g. Salesforce) at a strategic or reporting level to support decision-making and impact measurement.	Application Form and Interview
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6. How to apply

Application Forms must be completed in full, signed (electronic signature accepted) and returned by email to recruitment@communityfoundationni.org

The closing date for applications is **12 noon on Wednesday 9th September 2026**.

Applications received after the closing date will not be considered. CV's will not be accepted.

7. Summary of Main Terms and Conditions

- The working hours for this post will be agreed between the post-holder and their line manager. Office hours are Monday to Friday 9.00am-5.00pm inclusive of meal breaks. The post-holder will 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.

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 5 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Paid carers leave (subject to eligibility)
- 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 \(communityfoundationni.org\)](#)

Furthermore, see our updated Strategy House (launched May 2026)

[Strategy House 2026.pdf](#)