

Job Description: Fundraising Officer

Salary:	€32,928
Hours:	Full-time, 35hrs per week
Reporting To:	Senior Partnerships & Diversity Manager
Direct Reports:	None
Supported By:	CEO, Director of Development, Community and Corporate Support Coordinator, Fundraising Administrative Assistant
Term:	Fixed-term contract of 1-year (<i>including a 6- month probationary period</i>)
Starting Date:	ASAP
Application Deadline:	Friday 16 th February 5pm
Interview Date:	Tuesday 27 th February

Overview

Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe, and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

The purpose of this role is to devise and implement sustainable fundraising strategies and workplans to achieve Belong To's annual targets through maintaining and growing its existing donor-base and securing new and sustainable sources of contributions. Current fundraising activities undertaken by Belong To include community fundraising, events, pledge donors, corporate funding/ partnerships, trusts/ foundations, and tax

reclaims. Future fundraising plans will include direct mail, and legacies.

Staff Benefits

Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- Paid time off, including 26 holiday days, and following successful completion of probation access to our discretionary sick leave, parental leave, and bereavement leave schemes
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- Family flexible working hours
- Tax saver tickets and cycle to work scheme
- Staff coaching and mentoring programmes
- Staff training and development opportunities
- Staff wellness programmes

Key Responsibilities and Duties

The Fundraising Officer will take on a central role in the Fundraising team, acting as the key point of contact for supporter enquiries, information, and donor care within the team.

The post holder will:

- Implement Belong To's Individual Giving programme to maximise retention of existing donors and acquire new donors.
- Lead on donor care, including thanking donors for their gifts, responding to queries from donors and updating donors through regular annual donor updates.
- Support the Community and Corporate Support Coordinator in identifying, cultivating and securing corporate and community leads through our existing supporters.
- Assist in the delivery of workshops and speaking engagements with corporates and community groups.
- Support the Fundraising Team with planning major annual events, including The Rainbow Ball and Pride.
- Act as a point of contact for enquiries, assessing, and responding to immediate short-term fundraising opportunities as they arise while providing best practice donor care experience.
- Support the preparation process for meetings with donors and prospective

donors and supporters e.g., by drafting briefing notes, making appointments, organising logistics, research etc.

- Assist with the drafting and production of clear and visually compelling donor reports and presentations.
- Input and maintain comprehensive and accurate records on our fundraising database (Salesforce) in line with organisational procedures.
- Support the Fundraising Assistant to correctly and efficiently manage and reconcile incoming donation information.
- Carry out their work with the highest levels of integrity, honesty, and without exception following the legal and regulatory requirements, and best practice ethics in fundraising.
- Approach all aspects of their work with passion and commitment. Consistently taking a results-driven approach to our fundraising objectives.

Financial Reporting and Evaluation

- Prepare and maintain a rolling income and expenditure run rate/ forecast in close cooperation with the Director of Development
- Prepare quarterly reports for the Director of Development, CEO, and Board

Marketing and Communications

- Organise and lead the production of fundraising promotional materials as required.
- Monitor Belong To's website from a fundraising viewpoint and ensure its potential as a fundraising tool is maximised.
- Attend relevant fundraising fora such as Charities Institute Ireland, and other relevant bodies.

Note

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

Functional Competencies

Essential

- 2+ years proven experience in working in fundraising/ sales
- A certificate in fundraising, sales, marketing or a related field
- Proven experience working as part of a small team in fundraising/ sales with substantial experience in our income channels
- Strong creative, strategic, analytical, organisational, and personal related skills and experience delivering plans across multiple channels
- Strong presentation and communication skills
- Strong ability in Microsoft products, including Office 365, Excel, PowerPoint, Excel, Word etc.

Desirable

- A degree in fundraising, sales, marketing, or a related field
- Experience of working at Board level
- Knowledge of Salesforce CRM or similar products
- Full clean drivers' licence

Behavioural Competencies

Stakeholder Focus	
<i>Consistently strives to enhance existing services and influences resultant action plans.</i>	
<ul style="list-style-type: none"> ◆ Organises processes around the internal/external stakeholders, taking account of complex and sensitive issues to meet their needs. ◆ Monitors related/connected service delivered by others ◆ Gathers and monitors stakeholders' feedback. ◆ Encourages others to review what is being delivered to the stakeholders ◆ Manages stakeholders' expectations, being realistic about the potential outcome - Balances stakeholders' needs with organisational needs. ◆ Bases a new project / service on evidenced need of the stakeholders. 	Level 3

Drive for Results	
<i>Implements processes to enable the achievement of the team goals and objectives.</i>	
<ul style="list-style-type: none"> ◆ Sets and agrees clear standards to achieve goals with team/colleagues (where appropriate). ◆ Identifies the causes of slippage/ failure and takes prompt action. ◆ Builds commitment to achieve desired results. ◆ Seeks feedback from the stakeholders inside and outside the organisation to improve performance. 	Level 3

Decision Making and Problem Solving

Resolves both problems that occur on a regular basis and more complex infrequent problems. Uses judgment to assess and select from alternatives.

- ◆ Breaks a relatively complex problem down into component parts.
- ◆ Gathers the relevant information and facts.
- ◆ Solves problems by a process of analysis, looking at root causes, weighing up the pros and cons of different approaches.
- ◆ Finds the balance between the need for being thorough (i.e., having sufficient information) with the requirement to make a timely decision.
- ◆ Uses information from a variety of sources including own networks to solve problems.
- ◆ Evaluates and makes decisions in relation to procedures, precedents, policies and standards in own area of responsibility.

Level 2

Planning and Organising

Contributes to the development of operational plans, ensures plans are fully implemented, monitors progress according to operational objectives.

- ◆ Prioritises workload to ensure everything is completed to the agreed standard, monitors progress.
- ◆ Monitor's income and expenditure.
- ◆ Drafting and implementation of contingency plans.
- ◆ Where required to structure work of a team, ensures realistic timescales are set for both self and others.
- ◆ Contributes to the planning process of own department.
- ◆ Establishes effective measures of progress against agreed expectations.

Level 2

Effective Communication

Tailors' communications to effectively reach an audience. Has the ability to influence and negotiate within requirements of the role.

- ◆ Effectively explains / conveys key, and at times complex, information (technical, legal, regulatory, or procedural) to others, adapting content and style, as necessary and ensuring that this information is understood.
- ◆ Takes others' perspectives into account when negotiating or presenting arguments
- ◆ Anticipates reactions to messages and adapts communications accordingly.
- ◆ Proactively shares information and resources across departments which support improvement.

Level 3

Team and Collaborative Working

Fosters a collaborative /team working spirit. Actively helps and supports others to achieve team goals.

- ◆ Contributes to core and wider teams / groups in a consistently proactive and co-operative manner.
- ◆ Consistently displays positive approach to working with others.
- ◆ Appreciates the differences between people and is flexible in accommodating others.
- ◆ Where appropriate, passes constructive feedback to colleagues.

Level 2

<ul style="list-style-type: none"> ◆ Works for solutions that the majority of team/colleagues can support. ◆ Regularly volunteers and participates in activities. ◆ Shares work out equitably and fairly ◆ Enlists the active participation of everyone to ensure team goals are achieved within the context of the role. 	
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Innovation and Creative Thinking

Has the ability to think creatively and strives to continually improve own processes and other departments of the organisation.

<ul style="list-style-type: none"> ◆ Works with team / department members to identify new opportunities. ◆ Implements and shares ideas within own division/department/peers. ◆ Reviews what other companies are doing and seeks to influence improvement measures within scope of own role. ◆ Recognises that small changes can make a big impact. 	Level 2
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Thinking and Acting Strategically

Understands the culture and goals of the organisation as they relate to own department. Generates ideas which contribute to the departmental plans.

<ul style="list-style-type: none"> ◆ Understands and keeps up to date, at a broad level, with the key functions of other major departments within the organisation. ◆ Understands the goals of own department and encourages others to understand the department's/team goals. ◆ Provides advice, information and direction to others to support the achievement of department/team objectives. 	Level 2
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**Please note that listed above are the top 8 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Board Members • CEO • Director of Development • Corporate and Community Coordinator • Fundraising Administrative Assistant • Director of Governance and Finance 	<ul style="list-style-type: none"> • Donors and Supporters • Trusts and Foundations • Companies • Potential Donors and Supporters • Agencies and suppliers • External fundraising networks and contacts

<ul style="list-style-type: none"> • Director of Advocacy and Communications • Director of Education, Training & Community Practice • Youth Work Manager 	
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Overview of Practical Arrangements

Hours and Place of work

Full-time, Monday to Friday from 9am – 5pm. This post offers excellent flexibility to the successful candidate. The nature of this post requires flexibility in the hours of work and will require frequent work in the evenings, at weekends and some travel nationally. Overtime is not paid and a time off in lieu system is in operation.

The usual place of work shall be in Belong To's office at Parliament House, 13 Parliament Street, Dublin 2.

Holidays

In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Belong To has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment shall be contingent on Garda Vetting and Reference Checks. A copy of the organisations Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

Non-Compete/ Non-Solicitation

A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as non-compete and non-solicitation clause.

Pre-Employment Health Check

The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

Belong To is an Equal Opportunities Employer.

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, membership of the roma or travelling community or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@Belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To are set out in our [data protection policy](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Belong To may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

As part of the shortlisting process candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a face-to-face interview.

Other Important Information

Belong To will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, we may at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Submitting an Application

Please submit a completed application form in advance of the deadline for applications is Friday 15th February at 5pm.

Applications should be submitted by email to jobs@Belongto.org with the subject line **“Application for Fundraising Officer role”**.

We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interviews are provisionally scheduled to occur on Tuesday 27th February at Belong To's offices Parliament House, 13 Parliament Street, Dublin 2. If you are unable to attend for interview on this date please state so clearly on your application form.

Candidates should note that canvassing will disqualify.