

Job Description: Fundraising Officer

Salary:	€31,098.95 to €38,416.35, depending on experience
Hours:	Full-time, 35hrs per week
Reporting To:	Partnerships & Philanthropy Manager
Direct Reports:	None
Term:	Fixed-term contract of 1-year, renewable subject to funding
Starting Date:	ASAP
Application Deadline:	
Interview Date:	Thursday July 30th

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.

This role will support the fundraising team to devise and implement sustainable fundraising strategies and workplans to achieve Belong To's annual fundraising targets. Current fundraising activities undertaken by Belong To include trusts, foundations, community fundraising, corporate partnerships, philanthropy and individual giving. It is envisioned that this role will specifically support in the areas of trusts and foundations and individual giving.

Staff Benefits

Belong To provides staff members with an array of benefits and supports. 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

Grants and Funding

- Identify suitable funding streams from trusts, foundations, and other grant opportunities.
- Build and manage an annual calendar of application and reporting deadlines.
- Support with these applications.

Reporting and Evaluation

- Input and maintain comprehensive and accurate records on our fundraising database (Salesforce) in line with organisational procedures.
- Correctly and efficiently manage and reconcile incoming donation information.
- Prepare quarterly reports for the Director of Development, CEO, and Board.
- Coordinate reporting back on work funded by grants.

Fundraising Team Support

- Support the team in identifying and securing corporate and community leads.
- Assist in the delivery of workshops and speaking engagements.
- Support with major annual events, including The Rainbow Ball and Pride.
- Assess, and respond 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.

Individual Giving

- 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.

Marketing and Communications

- Organise 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.

Ways of Working

- 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.

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

- Experience in fundraising, sales or a related field.
- Excellent verbal and written communication skills.
- Strong ability in Microsoft products, including Office 365, Excel, PowerPoint, Excel, Word etc.
- Excellent organisation and time keeping.
- Ability to work effectively within a team.
- Commitment to and understanding of LGBTQ+ inclusion.

Desirable

- Understanding of the challenges facing the LGBTQ+ community in Ireland, particularly LGBTQ+ young people.
- Experience with grants and funds.
- Experience of individual giving or direct marketing.
- Knowledge of Salesforce CRM or similar products.
- Confidence in public speaking.
- A qualification in fundraising, sales or a related field.

Behavioural Competencies

Stakeholder Focus

Consistently strives to enhance existing services and influences resultant action plans.

◆ 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
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Drive for Results

Implements processes to enable the achievement of the team goals and objectives.

◆ 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
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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
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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.	Level 2
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| ◆ Establishes effective measures of progress against agreed expectations. | |
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Effective Communication

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

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| <ul style="list-style-type: none"> ◆ 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 |
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Team and Collaborative Working

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

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| <ul style="list-style-type: none"> ◆ 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. ◆ 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. | Level 2 |
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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.

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| <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.

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| <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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Overview of Practical Arrangements

Hours and Place of work

Full-time, Monday to Friday, with flexible start and finish times and hybrid working in place. The nature of this post requires flexibility in the hours of work and will require occasional work in the evenings, at weekends and travel nationally.

Please note that Belong To requires new staff to work in the office for a minimum of 4 days a week for the first 8 weeks. After this point, all staff are encouraged to work from the office 3 days a week and required to work in the office for at least 2 days a week. This hybrid working policy is subject to review.

The usual place of work shall be in Belong To's office at 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 LGBTQ+ Youth Ireland 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 may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's 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.

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 LGBTQ+ Youth Ireland 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, family status, religious belief, 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 LGBTQ+ Youth

Ireland 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 LGBTQ+ Youth Ireland 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 LGBTQ+ Youth Ireland 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 LGBTQ+ Youth Ireland 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 apply by submitting a cover letter and CV [through this link](#) before the deadline of Sunday July 19th.

Your cover letter (no more than 2 pages) and your CV (no more than 2 pages) should clearly demonstrate, with examples, how you meet the below criteria i.e.

“I have experience in sales from my time in telemarketing with X company from 2022 to 2024. In this role, I was responsible for...”

Essential

- Experience in fundraising, sales or a related field.
- Excellent verbal and written communication skills.
- Strong ability in Microsoft products, including Office 365, Excel, PowerPoint, Excel, Word etc.
- Excellent organisation and time keeping.
- Ability to work effectively within a team.
- Commitment to and understanding of LGBTQ+ inclusion.

Desirable

- Understanding of the challenges facing the LGBTQ+ community in Ireland, particularly LGBTQ+ young people.
- Experience with grants and funds.
- Experience of individual giving or direct marketing.
- Knowledge of Salesforce CRM or similar products.
- Confidence in public speaking.
- A qualification in fundraising, sales or a related field.

Interviews are provisionally scheduled to occur on Thursday July 30th at Belong To's offices. 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.