



## Job Description: Director of Development

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<b>Hours:</b>	Full-time, 35hrs per week
<b>Reporting To:</b>	CEO
<b>Direct Reports:</b>	Partnerships and Engagement Manager & Fundraising Officer
<b>Supported By:</b>	Communications Manager & CEO
<b>Term:</b>	1-year contract, renewable subject to funding and performance
<b>Remuneration</b>	Salary will be in the region of €65,000 to €70,000 depending on experience and track record.
<b>Probation Period:</b>	6 months
<b>Starting Date:</b>	ASAP
<b>Application Deadline:</b>	9am Tuesday 3rd May
<b>Expected Interview Date:</b>	Week commencing 9th May

### The Organisation:

BeLong To Youth Services is the national organisation supporting lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people in Ireland. Since 2003, we have worked with LGBTQ+ young people, between 14 and 23 years, to create a world where they are equal, safe, and valued in the diversity of their identities and experiences. We also advocate and campaign on behalf of young LGBTQ+ people, and offer a specialised LGBTQ+ youth service with a focus on mental and sexual health, alongside drug and alcohol support. We respond to the needs of LGBTQ+ young people in Ireland and we help them thrive.

BeLong To is committed to good governance, transparency and ethical fundraising, and was the first LGBTQ+ organisation in Ireland to be awarded the Triple Lock standard. In 2019 and again in 2020 we were delighted to win a Good Governance Award for our Annual Reports. Our Board of Directors was awarded an exceptionally high honour when it was named the Board of the Year in the 2020 Charity Excellence Awards.

## **The Role:**

Building on recent successful fundraising performance, delivered by a high impact fundraising team, BeLonG To is creating a new role – Director of Development. The successful candidate will be an emotionally intelligent fundraising professional who will manage and administer our future fundraising activities. The successful candidate will be highly motivated, target driven and have 5+ years' experience in a Fundraising or New Business Function. You will have experience in negotiating large grants or gifts.

This is an exciting opportunity for an enthusiastic and passionate person looking to join a national charity with a strong working culture. Current philanthropic income is derived from corporate fundraising, some significant trust and foundation grants, as well as from individuals and events. BeLonG To seeks to maintain and grow existing fundraising activities, to be complemented by a significant increase in individual giving and cultivating high net worth donors.

This role requires excellent communication skills, leadership, attention to detail, experience in building mutually beneficial relationships with current donors and prospects across various aspects of fundraising. You will report directly to the CEO. The fundraising function will continue to be supported by others working in the organisation. Your role will demonstrate the benefits of more planned and structured fundraising and you will be ambitious to build the team in the coming years.

## **Key Responsibilities:**

- Design and implement the new National Fundraising strategy, in collaboration with relevant colleagues and the Board.
- Grow and diversify the team with additional new functions as part of the new strategy.
- Personally manage the accounts of a number of key national and international partnerships.
- Work collaboratively with the CEO in delivering a number of major gifts every year.
- Manage and develop our high performing fundraising team to achieve ambitious but achievable goals.
- Develop new partnerships and a clear pipeline of potential partners, through a planned programme of identification, cultivation, and solicitation supported by a sophisticated research strategy.
- Craft proposals that engage large funders and philanthropists to support our work.
- Drive and manage the cultivation and stewardship of the donor portfolio and to put appropriate support systems in place.
- Ensure the delivery of pertinent and timely information to donors and funding partners informing them how their gift is being spent.
- Play a key role in improving and developing major gifts and philanthropic learning, experience, culture and techniques within the organisation.
- Play a key role in improving individual giving to increase overall income from individuals.
- Deliver a legacy giving strategy and implement same.

- Ensure best practice is observed re the CRM (Salesforce).
- Creatively use Pride and other events in your cultivation and relationship management processes.
- Ensure the continued success of the Rainbow Ball.
- Co-ordinate and manage the department's budget.
- Develop knowledge of BeLonG To programmes and projects to understand and articulate impact to prospective supporters.
- Compile, report and share regular fundraising activity success, challenges and updates with the CEO, other staff members, the management team, our Board and our volunteers.
- Promote best practice fundraising and be ambitious to win further governance awards.
- Work closely with Communications regarding the website and increased delivery of digital fundraising income.

### **Functional Competencies:**

#### **Essential Qualifications/ Experience**

- Demonstrable passion for, and dedication to, the mission of BeLonG To.
- Minimum five years' experience in a similar environment with an ability to work to tight deadlines. You will be expected to give evidence of results delivered.
- Experience of presenting to small and larger groups of people. Delivery of training would be an advantage.
- Experience of working with some or all of the following - Major Donors / Mid-Level donors / Trust and Foundations / Legacy supporters, successfully bidding for their support and providing ongoing stewardship
- High level of emotional intelligence.
- Flexibility, innovation, initiative and a growth mind-set.
- Strong computer skills to include MS Office, and experience in the use of one or more CRM/Database system.
- Strong storytelling and creative writing capability.
- Excellent customer orientation in all verbal, written and presentation communication skills.
- A team player.
- Experience in management of staff.
- Experience of developing and maintaining relationships with a wide range of donors.
- A high degree of empathy and excellent listening skills.
- Ability to work effectively with other team members.
- Demonstrated problem solving skills and good leadership.
- A positive and flexible approach to working in a busy, open plan office.
- Ability to work varied hours, including occasional evening and weekend commitments.
- Commitment to BeLonG To's values and a working style which reflects these.

## Desirable Qualification and Experience

- Qualification in Marketing/PR/Sales/Events/Business or similar, e.g. Certificate and Diploma in Fundraising from CII.
- Background in working or volunteering in the LGBTQ+ and or vulnerable youth arena.

## Behavioural Competencies

### Stakeholder Focus

Understands who the stakeholders are and is willing and able to deliver high quality services which meet the needs and exceeds the expectations of **all stakeholders**. Constantly strives to find new ways to increase stakeholder satisfaction.

Consistently looks for opportunities to improve the department/s they are responsible for.

Develops and implements standards and plans to achieve the highest possible standards of service excellence.

- ◆ Leads and champions stakeholder focus throughout the organisation.
- ◆ Translates operational feedback into strategic improvements. Acts decisively to address inefficient or underperforming areas of the organisation.
- ◆ Sets service targets and monitors progress in order to drive up service standards.
- ◆ Review processes regularly to continuously improve service.
- ◆ Takes responsibility for ensuring that improvements are actioned and have the desired effect.

Is aware of stakeholders' changing needs and makes changes to existing services, where necessary.

### Effective Relationships & Networking

Ability to build and maintain effective relationships and networks. This may be in relation to contacts, both inside and outside BeLonG To who can provide information, assistance and support.

Develops internal/external relationships with the organisation's focus, to resolve both short-term issues and advance longer-term projects/work.

<ul style="list-style-type: none"> <li>◆ Identifies networks/committees which would be of benefit to the organisation.</li> <li>◆ Ensures that the organisation is represented at fora that are considered of importance to the organisation.</li> <li>◆ Develops relationships through attendance/participation at national or international committees/events which will keep profile of the organisation high.</li> <li>◆ Uses networks and relationships to build support for ideas and achieve results.</li> <li>◆ Is able to influence others in a positive way.</li> </ul>	
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<p><b>Drive for Results</b></p> <p><i>Ability to focus efforts and energy on successfully achieving standards of excellence in delivery of goals and objectives. Thinks ahead, identifies opportunities and takes action independently to influence events where appropriate. Is accountable for meeting objectives to the required standard.</i></p>	
<p>Contributes to the identification of stretched objectives for delivery. Ensures processes and procedures are in place for the delivery of the service.</p> <ul style="list-style-type: none"> <li>◆ Is accountable for the delivery of key department objectives. Sets SMART objectives for self / team.</li> <li>◆ Regularly reviews progress of plans to redirect action when necessary to achieve targets.</li> <li>◆ Strives to raise performance levels of self /others.</li> <li>◆ Uses initiative and looks ahead, considers external developments relevant to own department, identifying trends and emerging patterns when making recommendations to others.</li> </ul>	

<p><b>Effective Communication</b></p> <p><i>Communicates persuasively and confidently both to external and internal groups/stakeholders. Plays a representational role.</i></p>	
<ul style="list-style-type: none"> <li>◆ Is a persuasive communicator.</li> <li>◆ Presents succinct, well-balanced information written and oral, with clear outcomes.</li> </ul>	

<ul style="list-style-type: none"> <li>◆ Encourages a positive environment for constructive challenge and feedback.</li> <li>◆ Creates an environment where people are encouraged to communicate openly.</li> <li>◆ Shares relevant information concerning strategic / long term plans with colleagues/own team.</li> <li>◆ Develops proposals and reports in a style and language necessary to guide, inform, and/or persuade in line with the organisation's protocol.</li> </ul>	
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***Change, Adaptability, Flexibility, Resilience***  
***Leads change projects that have an important strategic impact on the organisation. Effectively plans for and manages their implementation.***

<ul style="list-style-type: none"> <li>◆ Acts as a role model for change by demonstrating a commitment to the change process. Communicates a clear, compelling vision of what the change will accomplish.</li> <li>◆ Encourages others to incorporate continuous improvement as a way of approaching work.</li> <li>◆ Collaborates with key stakeholders to promote major change initiatives.</li> <li>◆ Obtains and provides resources to enable implementation of change initiatives.</li> <li>◆ Helps others deal with their reactions to change.</li> <li>◆ Recognises and acknowledges staff for their contributions during the change process (where appropriate).</li> </ul>	
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**Team and Collaborative Working**  
 Ability to work co-operatively within a group and across BeLonG To achieve the organisation's goals in a respectful manner. Fosters a customer-focused environment. Understands and is tolerant of differing needs and viewpoints.

<p>Leads a cohesive team approach by promoting the importance of working within and across departments and locations to achieve team and wider organisation's strategic objectives</p> <ul style="list-style-type: none"> <li>◆ Fosters a culture that values fairness, inclusiveness and diversity.</li> <li>◆ Develops strategies to improve cross functional/intra departmental team working.</li> <li>◆ Identifies opportunities for cross functional collaboration.</li> <li>◆ Brings collaborative groups together to achieve an objective and focuses group on delivery.</li> <li>◆ Instils a sense of pride in the work of the team and the organisation as a whole, by highlighting achievements</li> </ul>	
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**Note:** All candidates must be willing to submit to background checks should they be successful. We will require the contact details for two referees – we will contact you before making contact with them

### **Remuneration:**

Salary will be in the region of €65,000 to €70,000 depending on experience and track record.

Benefits:

- 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
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- A death-in-service benefit which will pay a lump sum of x4 times your salary to a beneficiary in the event of your untimely passing.
- 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.

## 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 requires significant work in the evenings, at weekends and sustained travel nationally. A full clean drivers' licence and own vehicle are required for this role.

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

### The Protection & Safeguarding of Children and Vulnerable Adults

BeLonG To Youth Services 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.

## BeLonG To Youth Services 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 25<sup>th</sup> 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 Youth Services 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](mailto: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 Youth Services are set out in our [Privacy Notice](#).

## 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 Youth Services may decide that a smaller number will be called to the next stage of the selection process.

A shortlisting process will be used by an expert panel to apply objective 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.

## 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.

## Other Important Information

BeLonG To Youth Services 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.

## Submitting an Application

Please submit a completed application form in advance of the **deadline for applications is 9am Monday 18th April 2022.**

Applications should be submitted by email to

[Recruitment@TalbotPierce.com](mailto:Recruitment@TalbotPierce.com)

We will inform candidates who have not been shortlisted for interview. 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 the week commencing 2<sup>nd</sup> May at BeLonG To's offices Parliament House, 13 Parliament Street, Dublin 2 ([map](#)), if you are unable to attend for interview on this date please state so clearly on your application form.

**Candidates should note that any attempt at canvassing will disqualify.**