

JOB DESCRIPTION

Title:	Fundraising Development Officer
Responsible to:	Fundraising and Development Manager
Timescale:	12 months
Location:	YouthAction NI, 14 College Square North, Belfast
Hours:	37.5 hours per week (including evenings/weekends when required)
Salary:	£34,500 gross per annum

About YouthAction

YouthAction NI is an outward and forward-looking learning organisation with a conscious and evolving leadership culture that embraces self-evaluation and continuous improvement to best meet the changing needs of young people through youth work and youth arts.

It is a membership-based youth work and arts charity that actively works with young people as partners to tackle inequalities in their lives. Through such intention and purpose, our mission is to: improve their life chances; inspire them as activists; grow inclusive and outward looking communities and build a peaceful and shared society.

The organisation has regional bases in Belfast (College Square North), Armagh, Derry/L'Derry, Enniskillen, Kilkeel and Newry.

Company Benefits

- Inclusive and Friendly Working Environment
- Attractive annual leave with length of service rewards
- Allocated well-being days at Christmas
- Occupational Family Friendly Policies
- Occupational Sick Pay
- TOIL
- Personal Development including in service training opportunities
- Investors in People

Description

YouthAction Northern Ireland is seeking an experienced fundraiser to help drive forward our income generation strategy at a pivotal time of growth and transition. We're looking for someone who can hit the ground running and support us to secure targeted funds, while laying foundations for longer-term community and corporate fundraising success.

This is initially a one year post with excellent potential to be extended longer term.

Job Responsibilities include:

- Supporting the Fundraising and Development Manager to grow income from Trusts and Foundations.
- Supporting the development of a new programme of fundraising events – actively recruiting participants and supporting them to fundraise in aid of YouthAction NI.
- Development of a donor stewardship programme, ensuring key relationships are maintained with individual and corporate donors.
- Researching and identifying new opportunities for corporate fundraising.
- Developing compelling fundraising proposals and project impact reports.
- Supporting the development of digital fundraising activities, including annual campaigns and appeals, with a focus on creating content which engages new supporters.
- Exploring the potential to develop a fundraising committee/support group of interested and diverse volunteers.
- Reflecting the ethos, policies and practice of YouthAction Northern Ireland and demonstrating integrity, maturity and good judgement at all times.
- Fully complying with YouthAction NI's "Protecting Children, Young People and Young Adults" policy and procedures, including good practice guidelines.
- Becoming familiar with and adhering fully with all YouthAction NI's policies, procedures and good practice guidelines at all times.

NOTE:

- All staff should contribute to and participate in fund-raising events.
- All staff must attend in-service training when required.

PERSONNEL SPECIFICATION

Please note that all applicants must meet the essential criteria. Where a high volume of applications is received, candidates who also meet the desirable criteria may be prioritised for shortlisting.

ESSENTIAL CRITERIA

The successful candidate will demonstrate the following skills and experience:

- Proven fundraising experience – minimum of 3 years in a fundraising role with responsibility for driving income delivery and achieving targets.

OR

- Minimum of 3 years experience building relationships with a variety of diverse audiences to achieve financial targets.
- Proven track record in identifying opportunities for growth, collaboration and innovation in fundraising/ income generation.
- Proven track record in managing events and/or campaigns.
- Demonstratable success in developing compelling proposals and reports for funders/partners.
- Strong relationship management skills with a track record of stewarding high value individuals and/or partnerships.
- Excellent interpersonal and communication skills.
- Experience in using social media and *Canva* or similar software.
- Highly organised with the ability to manage multiple projects and deadlines.
- Computer literate with working knowledge of all Microsoft Office software.
- Ability to work with charity pressures and financial targets by maintaining a growth and balanced mind-set.
- Confidence in public-speaking.

DESIRABLE CRITERIA

- Experience in trust and/or statutory fundraising.
- Understanding of the youth work/youth arts sector.
- Registered with the Chartered Institute of Fundraising.
- Degree level qualification in relevant discipline.

Application Form can be requested from Joanne Quinn-Kane (Senior HR Administrator) at joanne@youthaction.org

Closing date for applications – 6th June 2025 (Midday)

Date of Interviews – 23rd/24th June 2025