

## Funding Lead

**Reporting to:** Business Manager

**Base:** Nexus NI, 119 University Street, Belfast BT7 1HP

**Salary:** £23,088 pro rata

**Hours:** Part-time 18 hours per week

**Main purpose of job:** The Funding Lead will drive forward Nexus NI's fundraising strategy specifically related to trusts/foundations and statutory funding. The post holder will work closely with the CEO and Senior Management Team with existing staff and partners to maximise the income for Nexus NI. This will include securing additional monies as well as retaining/developing existing contracts.

### 1. Qualifications and experience required

- Significant, proven track record in writing funding and tender applications and securing new business in the voluntary sector.
- Experience in presenting to high level audiences.
- Voluntary sector experience and empathy
- Experience of budget design and monitoring
- Excellent IT skills in the use of social media, web sites, email, internet, Word and Excel and PowerPoint

### 2. Desirable qualifications and experience

- Degree level education or equivalent in a relevant discipline i.e. Business Studies, Marketing etc.
- Fundraising/Funding qualification
- Fundraising experience in the voluntary sector of NI
- Understanding and/or empathy of the issues in relation to Nexus NI

### 3. Specific Responsibilities

- Play a key role in developing and growing the charity's fundraising activity
- Acquire new business by writing and winning new tender applications or grants
- Work with partners to identify and develop ways to motivate and engage staff with fundraising

- Regularly review opportunities for partnership working to meet organisational aims and objectives
- Work with existing management team to ensure applications are achievable, realistic and linked to organisational strategy
- Identify and secure new business opportunities
- Prepare and monitor budgets and work to set targets

### **Confidentiality**

Maintain confidentiality for all areas of Nexus NI, its staff and its work. Any breach of confidentiality will constitute gross misconduct.

### **General Responsibilities**

- To be aware of all Nexus NI policies and procedures, including but not limited to including Equal Opportunities, Fair Employment, and Children & Vulnerable Adults.
- Co-operate and maintain good relationships with outside agencies and the general public.
- Ensure that conduct within and outside work does not conflict with professional expectations of Nexus NI.
- Co-operate with all Nexus NI staff in maintaining harmonious inter-personal relations.
- Attend staff meetings and training as required.
- Ensure awareness and observation of Fire and Health and Safety Regulations as well as Data Protection.
- Ensure the respect, dignity and rights of privacy of service users/clients but also work with those clients willing to help fundraise and raise awareness.
- Participate in regular Management, Support and Development sessions with the CEO.
- Carry out any other duties as are within scope, spirit and purpose of the job, the title of the post and its grading as requested by the CEO.

### **NOTES:**

The job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and subject to amendment in consultation with the post holder.

- **This post is funded for 12 months with the possibility of extension.**
- **This post will be subject to an Access NI basic check.**
- **Selection will be by shortlisting (Nexus NI reserve the right to shortlist only on essential criteria when the number of applicants exceeds interview slots), interview and blind task.**
- **Application only by Nexus application form. To be returned to [info@nexusni.org](mailto:info@nexusni.org) or uploaded on nexusni.org by Friday 16 June 2017**

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