**Community Foundation for Northern Ireland**

**JOB DESCRIPTION**

**Job Title: Grants and Donor Care Officer**

**Hours: Full-time 35 hours per week**

**Duration: Permanent**

**Salary: NJC Points 29-31 (£25,694 - £27,394)**

**Responsible to: Grants & Donor Care Manager**

**Location: The Foundation’s Belfast Office at Citylink Business Park, 6A Albert Street, Belfast.**

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**Summary of Main Responsibilities**

The Community Foundation exists to connect people who care to causes that matter. We help donors choose how, when and where they give, by helping them to set up funds, supporting them to make grants and to see the impact of their donations on local communities in greatest need.

The Grants and Donor Care Officer is responsible for supporting the Programmes, Grants and Donor Care team to make effective grants that support the objectives of the Foundation; and to help the team build strong relationships with donors and funders that encourage them to invest more in the local community through the Community Foundation.

The responsibilities of the Grants and Donor Care Officer will include:

**Database Management & Administration**

1. Maintaining and developing the database of donors, funders, grants, grantees and grant applications to enable good relationships with funders and donors, and encourage those funders and donors to invest more in the local community through the Community Foundation.
2. Importing applications, reviewing applicant’s supporting documentation as per programme guidelines and allocating awards and issuing contracts using a CRM system.
3. Maintaining and developing a central record of all grant-making programmes including funding availability, guidelines, closing dates and panel meeting dates.
4. Preparation of internal and external reports for staff, Trustees, Donors and Funders.
5. Organising meetings, preparing and issuing of grant panel papers, spreadsheets, minute taking

**Grant Assessment**

1. Carrying out assessments of grant applications, (on site and/or online assessments), preparing and presenting grant summary reports for assessment panel and board of Trustees.
2. Organising and delivering grant information events and funding fairs as need arises, this may include face to face meetings; webinars; online tutorials; telephone helpline.

**Impact & Monitoring**

1. Supporting the development and monitoring of the Foundations impact report system particularly in relation to Vital Signs.
2. Monitoring the impact of projects, including meeting with grantees, to ensure they meet targets and objectives and to provide guidance & support if difficulties arise.
3. Supporting the preparation and analysis impact reports.
4. Assist with the organisation of conferences, events and seminars.

**General**

1. Being informed about the issues facing the Voluntary and Community Sector.
2. Participate in and contribute to the overall work of the Community Foundation for Northern Ireland as required.

This job-description is not intended to be an exhaustive list of the responsibilities but indicates the principal essential requirements of the post. It provides a broad indication of the range of tasks you may be asked to undertake.

**Grants and Donor Care Officer - Person Specification**

**Essential Criteria**

1. Significant experience (over 3 years) of working with databases and Customer Relationship Management systems;
2. At least 3 years’ experience of establishing good working relationships with customers or clients;
3. Excellent communication skills including the ability to communicate orally and in writing in a clear and concise manner, including writing reports;
4. Strong IT skills including the ability to use IT systems (Microsoft office, google) to implement, manage and monitor processes and workloads;
5. Excellent administrative and organisational skills to include the ability to work independently and to tight deadlines;
6. The ability to work well as part of a team.

**Desirable Criteria**

1. A degree or other third level qualification in a relevant discipline.
2. Experience of maintaining on-line grant-making systems and processes.
3. Experience of assessing grant applications.

**Work Related Circumstances**

1. A willingness to work with all areas and communities within Northern Ireland.
2. A willingness to work unsocial hours when necessary.
3. Full driving licence and access to a form of transport. Consideration will be given to alternative traveling proposals in respect of applicants with a disability who cannot hold a licence.

# Summary of Main Terms and Conditions.

This is a full-time permanent post. Working hours are 35 per week, exclusive of meal breaks. Office hours are Monday to Friday 9.00am – 5.00pm inclusive of meal breaks.

Holidays are 25 days annually (plus statutory days).

The post-holder may be eligible for membership of the Foundation's Pension Scheme.

The post is subject to a probationary period of up to 6 months.

The post-holder will be entitled to on-site parking.

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS: 12.00 NOON ON MONDAY 20th FEBRUARY 2017**

**CV’s will not be accepted.**

**Applications must be signed and completed in full using additional pages where necessary.**

**Applications must be returned in hardcopy or by email to the Foundation’s Belfast office to:**

Betty McNally

Community Foundation for NI

6A Albert Street

Belfast

BT12 4HQ

**Email:** bmcnally@communityfoundationni.org

**The Community Foundation for Northern Ireland is an equal opportunities employer.**