

Post:	Trusts and Foundations Executive
Reports to:	Head of Corporate Fundraising
Base Location:	Somerton Road - Belfast
Department	Fundraising
Salary Range:	£28,677 - £32,874
Contract:	Permanent
Hours:	37.5 – Monday _ Friday

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## **Aim**

The main purpose of this role is to support the growth of income, which is necessary to provide care to babies, children, and adults throughout Northern Ireland. The main purpose of this role is to engage with and motivate potential donations from Trusts and Foundations, The National Lottery Community Fund (or other relevant Lottery funding programmes), other relevant Organisational Funders and any relevant Local Government funding programmes.

## **Responsibilities**

### **Budget Development and Management**

The postholder is responsible for ensuring that all financial and operational targets and key performance indicators are achieved. This involves developing and managing an expenditure budget to ensure that the necessary resources and collateral are available to meet these targets. An essential aspect of this role is ensuring compliance with all relevant legal and compliance requirements and best practices while monitoring and evaluating all fundraising activities to ensure that goals are achieved.

### **Implementing the Philanthropy Strategy and Fostering Development.**

A critical function of the postholder is to contribute to the development and delivery of the overall philanthropy strategy. This includes leading all income-generating opportunities from grant-givers, covering lead generation, pledge management, and the stewardship of relationships throughout the donation journey. Collaboration with colleagues across the Commercial and Brand Development Directorate and the wider organisation is necessary for achieving the set targets.

## **Donor Relations and Stewardship**

The postholder will be responsible for the production of compelling applications for funding and converting interest into donations. This requires researching, identifying, cultivating, and managing a portfolio of trusts, foundations, lottery funding, local government funders (such as the N. Ireland Department of Health), and other relevant organisational funders (like Children in Need). In addition to fostering new relationships, the postholder will need to strengthen strategic long-term relationships with existing grant-giving donors.

## **Project Development and Proposals**

Working with the Philanthropy Manager, the postholder will identify and work on suitable projects within the NI Hospice's plan to build cases for support. This includes creating tailored presentation materials to evidence need and impact and producing professional, creative, and innovative multi-stranded and complex proposals, presentations, briefings, and reports to bring in income from trusts, foundations, and other organisational grant-givers. Monitoring and reporting to donors on activity and expenditure in line with funding requirements is crucial, with the aim of growing relationships and enhancing strategic opportunities.

## **Internal and External Communication and Representation**

The postholder will coordinate all charitable trust and foundation activities within the NI Hospice. This involves acting as the primary Hospice advisor for Trust and Foundation funding opportunities, and compliance, while optimising the CRM to record interactions and use data strategically. The role also involves providing regular analysis and reports on trends, the external fundraising environment, competitor activity, budgets, and financial activity to feedback to the Philanthropy Manager. Additionally, the postholder will represent the Northern Ireland Hospice and the Northern Ireland Children's Hospice at public events, including public speaking and presentations, where appropriate.

## **Collaboration and Leadership**

The role requires participation in regular team, Directorate, or wider NI Hospice meetings, with a need to lead the Trusts & Foundations Fundraising Group. Collaboration with a wide range of internal and external stakeholders is key, with the ability to communicate, influence, and negotiate effectively. The postholder is expected to contribute to and implement the philanthropy strategy, aiming to significantly elevate income generation performance while maintaining and growing positive engagement with the Hospice throughout Northern Ireland and beyond.

## General

- Participate in and support continuous improvement plans.
- Contribute towards a high performance and supportive culture of marketing excellence.
- Demonstrate effective collaboration across the organisation, in line with best practice procedures and an authentic commitment to knowledge sharing and collective success.
- Adhere to all Fundraising and Health and Safety responsibilities and procedures to minimise risk in line with fundraising regulations and the organisation's Health and Safety Policies.
- Undertake any other special projects or duties, which may from time to time be requested and which are commensurate with the duties and responsibilities of the post.
- Undertake training as required.

This Job Description is not meant to be definitive and may be amended to meet the changing needs of Northern Ireland Hospice.



**OUR VISION** is that infants, children and adults with life-limiting and life-threatening illness and their families receive excellent and compassionate palliative care, thereby, maximising their quality of life.

**In pursuit of this vision, our Mission** is to inspire and deliver excellent and compassionate specialist palliative care via effective service models underpinned by exemplary education, innovation, and research.

Underpinning this strategy are **OUR VALUES** which we will strive to live by daily.

**WE BELIEVE IN:**

A culture of respect and acceptance without distinction or judgement, where everyone can belong.

Acting with courage, compassion, and integrity to add value to all that we do.

Being pioneering, professional and accountable to deliver our very best.

"We are an equal opportunities employer, and we welcome applications from all suitably qualified persons."

## Job Specification

### **ESSENTIAL CRITERIA**

- 3rd Level Qualification (i.e., degree or equivalent) and 2 years' relevant experience in a similar role in an income generating position, for example in charitable fundraising sector working with trusts and foundations and other organisational grant-givers.

### **OR**

- 5 GCSEs to include English and Math and 3 years' relevant experience in a similar role in charitable fundraising sector with working with trusts and foundations and other organisational grant-givers.
- Sound working knowledge of digital tools including Microsoft Office packages, social media forums and databases for record keeping, monitoring, and reporting purposes.
- Proficient in the use of Raiser's Edge or similar CRM and prospecting database.
- A full valid driving licence or access to suitable transport to carry out the duties of the post in full.

### **Essential Experience:**

- Securing large scale funding from a range of organisational funders and supporters
- Demonstrable experience in building rapport and managing relationships with a variety of stakeholders, both internal and external.

### **To be tested at interview**

- Managing multiple relationships simultaneously without compromising quality or focus.
- Excellent research skills with the ability to regularly identify opportunities.
- An ability to devise and execute bespoke engagement plans for organisational donors to retain and upgrade support.
- Able to network effectively and deliver results, exceeding targets.
- Exceptional communicator in multi formats including professional presentation of self, accurate and compelling propositions, written reports, delivering quantitative and qualitative information in both formal and informal styles.
- Highly organised, adaptable, and able to work autonomously and as part of a team.
- Excellent communication, negotiation, and persuasion skills, both verbal and written.
- Communicating effectively with senior management/leadership teams, Boards and Committees.
- Flexibility and the ability to occasionally work unsocial hours as required, attending evening and weekend events throughout NI and beyond.

## **DESIRABLE CRITERIA**

- Qualification in Marketing or Fundraising.
- Familiar with Institute of Fundraising Codes of Practice.
- Knowledge of GDPR.
- Financial management acumen.

<b>Conditions of Employment</b>		
	<b>Requirement</b>	<b>Assessment</b>
1.	The Right to Work in the UK.	Provide original Right to Work documentation
2.	Provide 2 satisfactory references, one being from the most recent employer at managerial level	Give the name and contact details of referees in the application form.
3.	Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work.	Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required.
4.	Successful applicants will be required to go through an Enhanced Access NI check.	Enhanced Access NI check
5.	Qualifications – as per person specification	Certificates
6.	<p>Hold a full current driving licence valid for use in the UK and Ireland and have access to a suitable vehicle on appointment. Valid driver licence, business insurance &amp; MOT as relevant. Checked prior to appointment.</p> <p><b><i>This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.</i></b></p>	Provide relevant documentation