

# Job Description: Partnerships & Philanthropy Manager

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<b>Salary:</b>	€50,102 - €58,452, depending on experience
<b>Hours:</b>	Full-time, 35hrs per week
<b>Reporting To:</b>	Director of Development
<b>Direct Reports:</b>	Fundraising Officer
<b>Supported By:</b>	Fundraising Team
<b>Term:</b>	1-year fixed term contract, renewable subject to funding and performance
<b>Starting Date</b>	As soon as possible
<b>Deadline:</b>	Thursday 9th April 2026, 12pm
<b>Interview Date:</b>	First round interviews Friday 17 <sup>th</sup> April Second round interviews Friday 24 <sup>th</sup> April

## Overview

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Belong To's vision is a world where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are safe to shine and can confidently shape their own futures. We work with and for LGBTQ+ young people to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe, and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

The purpose of this role is to devise and implement sustainable fundraising strategies and workplans to achieve Belong To's annual targets through maintaining and growing its existing donor-base and securing new and sustainable sources of contributions. Current fundraising activities undertaken by Belong To include community fundraising, events, regular donors, corporate funding/ partnerships,

trusts/ foundations, and tax reclaims. Future fundraising plans will include direct mail, and legacies.

## Staff Benefits

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Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- 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
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- 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

## Key Responsibilities and Duties

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### Develop and Implement Fundraising Strategy

- Work with the Director of Development in creating and implementing a national fundraising strategy to deliver Belong To's financial targets.
- Develop and implement an annual plan with monthly milestones including investment and income targets.
- Develop new corporate partnerships and a clear pipeline of potential partners, through a planned programme of identification, cultivation, and solicitation supported by a sophisticated research strategy.
- Personally manage all key corporate partnerships and public-facing fundraising campaigns across Ireland.
- Develop and present annual and multi-annual funding proposals to current and potential corporate partners.
- Manage existing and source new trusts and foundation opportunities to enhance the ability of the organisation to deliver its annual goals.
- Work collaboratively with the CEO and Director of Development in delivering a number of major gifts every year.
- Manage and develop our annual corporate fundraising activities in line with annual targets and plans.
- Oversee and ensure the continued success of Belong To's annual [Rainbow Ball](#).

- Integrate and optimise the contribution of volunteers to achieve fundraising goals.
- Represent and speak on behalf of Belong To at events, information sessions and industry awards.
- Build strong working relationships with colleagues across the organisation, as well as Board Members, in order to engage the whole organisation in the fundraising work.

### **Financial Reporting and Evaluation**

- Record, monitor and report financial progress at weekly fundraising team meetings
- Prepare income updates for monthly income-tracking meetings, and quarterly reports for the Director of Development, CEO, and Board
- Carry out regular evaluations of the overall fundraising performance in consultation with the Senior Leadership Team and Board in order to continuously improve processes and increase fundraised income
- Ensure best practice is observed re the CRM (Salesforce).

### **Marketing and Communications**

- Organise and lead the production of fundraising promotional materials as required.
- Monitor Belong To's website from a fundraising viewpoint and ensure its potential as a fundraising tool is maximized.

### **Note**

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

## Functional Competencies

### Essential

- Significant experience working in fundraising/ sales/ business development/ account management.
- Substantial experience in corporate, partnerships, trusts and foundations as income channels.
- Creative, strategic approaches to income generation.
- Person-centred approach to management and stakeholder relationships.
- Strong organisational skills in managing complex, multi-channel projects.
- Experience planning and delivering small to large scale events
- Strong presentation and communication skills including public speaking
- Strong ability in Microsoft products, including Office 365, Excel, PowerPoint, Excel, Word etc.
- Commitment to LGBTQ+ inclusion.

### Highly Desirable

- 5+ years experience in working in fundraising/ sales/ business development/ account management.
- Proven experience working as part of a small flexible team.

### Desirable

- A degree in fundraising, sales, marketing, or a related field
- Experience of working at Board level
- Knowledge of Salesforce CRM and Asana or similar products

## Behavioural Competencies

### Stakeholder Focus

*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.

**Level 5**

## Planning and Organising

*Contributes to the development of organisation planning. Project management of operational plans. Monitors progress and ensures that corrective action is taken to meet targets.*

- ◆ Identifies critical tasks and deliverables and obtains or organises necessary resources and support to achieve operational objectives.
- ◆ Negotiates the prioritisation of work targets and resources, and monitors effectiveness.
- ◆ Works with team / others to develop plans for department going forward, both short-term and long-term (where appropriate).
- ◆ Analyses and reviews performance as appropriate.

**Level 4**

## Drive for Results

*Contributes to the identification of stretched objectives for delivery. Ensures processes and procedures are in place for the delivery of the service.*

- ◆ Is accountable for the delivery of key department objectives (where appropriate). Sets SMART objectives for self / team (where appropriate).
- ◆ Regularly reviews progress of plans to redirect action when necessary to achieve targets.
- ◆ Strives to raise performance levels of self / others.
- ◆ Uses initiative and looks ahead, considers external developments relevant to own department, identifying trends and emerging patterns when making recommendations to others.

**Level 4**

## Effective Communication

*Able to effectively present to and facilitate influential groups either within the organisation or externally. Influences outcomes.*

- ◆ Develops strategic proposals and policies in a style and language necessary to guide, inform, and/or persuade.
- ◆ Is capable of communicating to diverse audiences.
- ◆ Effectively influences outcomes, sells the benefits of the position they are proposing, and negotiates to find solutions that the majority will accept.
- ◆ Is aware of organisational politics when communicating.
- ◆ Creates and implements appropriate communication strategies to support projects.

**Level 5**

## Effective Relationships and Networking

*Builds and expands networks and coalitions, to achieve both operational and strategic goals.*

- ◆ Applies an understanding of power and influence in networking both internally and externally to accomplish goals.
- ◆ Understands implications of outcomes of Board and Management meetings and ensures relevant actions are taken within own division/department/team.
- ◆ Uses networks and relations to achieve results and influence strategic outcomes.
- ◆ Is capable of defusing high-tension situations, if they arise.
- ◆ Has excellent negotiation skills and is able to develop mutually agreeable outcomes with people at all levels.

**Level 5**

## Innovation and Creative Thinking

*Identifies gaps against best practice (nationally & internationally). Puts forward proposals and develops strategic implementation plans to introduce new and improved ways of operating.*

- ◆ Ensures that opportunities for the organisation's development identified by self or others are acted on.
- ◆ Identifies funding /revenue/ opportunities to action ideas.
- ◆ Develops clear action plans to close gaps.
- ◆ Obtains and provides resources to enable implementation of new ideas / initiatives (where appropriate).

**Level 5**

*\*Please note that listed above are the top 6 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

## Key Relationships

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Internal	External
<ul style="list-style-type: none"> <li>• Board Members</li> <li>• CEO</li> <li>• Director of Development</li> <li>• Corporate and Community Coordinator</li> <li>• Fundraising Officer</li> <li>• Director of Finance</li> <li>• Director of Advocacy and Communications</li> <li>• Director of Education, Training &amp; Community Practice</li> <li>• Director of Youth Services</li> </ul>	<ul style="list-style-type: none"> <li>• Donors and Supporters</li> <li>• Trusts and Foundations</li> <li>• Companies</li> <li>• Potential Donors and Supporters</li> <li>• Agencies and suppliers</li> <li>• External fundraising networks and contacts</li> </ul>

## Overview of Practical Arrangements

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### Hours and Place of work

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Full-time, Monday to Friday, with flexible start and finish times and hybrid working in place.

To foster continued organisation-wide staff cohesion and engagement, all full-time staff are *encouraged* to work 3 days per week at Belong To's offices, and are *required* to work a minimum of 2 days per week at the office. For the first 8 weeks of a new recruit's probation and induction, it is expected that at least 4 days per week will be worked from the office to better enable familiarisation with their team and the wider organisation.

The nature of this post requires flexibility in the hours of work and will require occasional work in the evenings, at weekends and travel nationally.

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

### Holidays

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In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

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

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Belong To - LGBTQ+ Youth Ireland 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 may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

### Confidentiality

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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.

### Non-Compete/ Non-Solicitation

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A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as a non-compete and non-solicitation clause.

### Pre-Employment Health Check

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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.

## **Belong To - LGBTQ+ Youth Ireland 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, family status, religious belief, 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 - LGBTQ+ Youth Ireland 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 - LGBTQ+ Youth Ireland are set out in our [data protection policy](#).

## **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 - LGBTQ+ Youth Ireland may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting 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.

As part of the shortlisting process, candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a face-to-face interview.

## Other Important Information

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Belong To - LGBTQ+ Youth Ireland 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.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

## Submitting an Application

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Please submit a completed application form in advance of the **deadline for applications of 12pm Thursday 9<sup>th</sup> of April.**

Applications should be submitted by email to: [jobs@belongto.org](mailto:jobs@belongto.org). Please include "*Partnerships & Philanthropy Manager*" in the subject line of the email.

We will inform candidates who have been successfully shortlisted. 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 Friday 17<sup>th</sup> April at Belong To's offices. If you are unable to attend for interview on this date, please state so clearly on your application form.**

Second round interviews, if they are required, are provisionally scheduled to occur on Friday 24<sup>th</sup> of April at Belong To's offices.

**Candidates should note that canvassing will disqualify.**