



## Job Description

Job Title:	<b>Fundraising and Partnerships Officer</b>
Accountable To:	<b>Director</b>
Hours per week:	<b>35</b>
Contract:	<b>Full time</b>
Salary:	<b>£25,482</b>
Location:	<b>Belfast/Foyle</b>

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### Principal Role

The Rainbow Project, as a leading charity working for LGBTQIA+ people across Northern Ireland, is reliant on funding to deliver our services, programmes, and organisational objectives. Our constantly changing funding portfolio includes statutory funders, grants/trusts, income from events, corporate relationships, and individual donors. The Fundraising and Partnerships Officer will play a crucial role in developing and implementing fundraising strategies and fostering partnerships with organisations, donors, and supporters. This role is integral to securing the resources necessary to sustain and expand our programs and services for the LGBTQIA+ community.

### Key responsibilities

- Develop and implement comprehensive fundraising strategies and plans to secure financial support from individuals, corporations, foundations, and other funding sources.
- Identify and cultivate relationships with potential donors, sponsors, and partners, nurturing long-term partnerships to support organisational objectives.
- Work with Managers to prepare and submit compelling grant proposals, applications, and reports to secure funding from grant-making trusts and public bodies.
- Plan and coordinate fundraising events and campaigns, including donor cultivation events, online fundraising initiatives, and other fundraising activities.
- Collaborate with the Policy, Campaigns and Communications Manager to develop fundraising materials, including appeal letters, case statements, and marketing materials to support fundraising efforts.

- Manage donor centric stewardship activities, including acknowledgment letters, donor recognition, and ongoing communication to maintain and strengthen donor relationships.
- Monitor and track fundraising activities and progress towards fundraising goals, providing regular reports to the Director and Board of Trustees.
- Research and stay informed about trends in fundraising, philanthropy, and LGBTQ+ issues to identify new opportunities and best practices.

## **Demands**

- The Rainbow Project addresses issues that can be viewed as political and/or controversial. The post holder will need to handle all issues astutely and diplomatically, and with party political impartiality.
- The post holder will ensure all activities comply with legal requirements, the Rainbow Project's policies and fundraising good practice.
- The post holder will represent the Rainbow Project professionally and effectively to external stakeholders and funders at both a local and national level. This includes with corporate partners, charitable trusts and LGBTQIA+ communities.
- The post holder will be expected to handle a varied workload which may require a rapid response to external events. This may include some evening and weekend work.
- In this Northern Ireland role, the post holder will undertake regular travel between Rainbow Project's offices and to other locations as required.
- The post holder will undertake any other tasks that may be requested, commensurate with the nature and level of the post.

## **General responsibilities**

- To work collaboratively as part of the Rainbow Project staff team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the Rainbow Project, while adhering to safeguarding, confidentiality, data protection, health and safety, equality and other organisational policies.
- Monitor your own continuing professional development and identify training, growth and development opportunities.
- To maintain good relationships with colleagues, volunteers, and other stakeholders, while also upholding high standards of professional accountability.

This job description is subject to change in consultation with the post holder.

## **Person Specification**

### **Essential**

1. Demonstrable experience in developing and implementing successful fundraising strategies across multiple channels, including individual and corporate giving, foundation grants, and events.
2. Proven ability to identify and nurture relationships with donors, sponsors, and partners, with a track record of securing long-term partnerships.
3. Experience in preparing and submitting compelling grant proposals, applications, and reports to secure funding from grant-making trusts and public bodies.
4. Ability to plan and coordinate fundraising events and campaigns, including donor cultivation events and online initiatives.
5. Experience in managing donor-centric stewardship activities, including acknowledgment letters, donor recognition, and ongoing communication to maintain and strengthen relationships.
6. Ability to monitor and track fundraising activities, providing regular reports to senior management and trustees.
7. A strong understanding of equality, discrimination and human rights issues, in particular as they relate to LGBTQIA+ people.
8. Strong written and verbal communication skills, including the ability to develop fundraising materials such as appeal letters, case statements, and marketing materials.
9. Strong interpersonal skills, including the ability and flexibility to
  - work cooperatively and collaboratively.
  - rise above personal, ideological and other differences.
  - build relationships and work effectively with a wide range of stakeholders and colleagues.
10. An ability to work on your own initiative to organise and develop concurrent work within an agreed budget, to meet deadlines, including where flexibility is required.

### **Desirable**

11. Previous experience working in the charity sector, particularly with LGBTQ+ organisations.
12. Familiarity with online fundraising platforms and strategies.