



Job Description

Job Title	Fundraising and Business Development Lead
Location	Lighthouse, 187 Duncairn Gardens, Belfast
Salary	NJC PO1: (£35,745- £38,223)
Working Hours	Up to 37.5 hours a week which may include evening and weekend hours.
Responsible to	Executive Director
Responsible for	Fundraising Coordinator.
Annual Leave	28 days per annum plus statutory days

Why join Lighthouse?

Lighthouse, the suicide prevention charity was formed in 2003 as a community response to a community problem – the exceptionally high incidence of suicide in North Belfast. Since its inception the organisation has grown and developed in line with the needs of its clients and the changing community landscape and today serving North, South and West Belfast, as well as providing a range of services and training across NI.

Employees at Lighthouse enjoy generous salaries, pension scheme, flexible working and TOIL, monthly supervision and annual appraisal, staff engagement events, free parking, optional subsidised health plan, women's wellbeing group, annual staff audit where staff can input to the overall direction of the organisation and a very supportive, vibrant, ambitious and cohesive environment.

Additionally, the Fundraising and Business Development Lead will be allocated an experienced mentor for their first six months in the role.

Background:

Lighthouse's core purpose is 'to save lives, offer advice and support to those affected by suicide and self-harm'. It has worked hard to dissolve the stigma associated with suicide and poor mental health, through designing a portfolio of early interventions,



counselling projects, information and resources for families, carers and individuals dealing with the impact of suicidal thoughts and bereavement by suicide.

Following the very successful delivery of our strategic plan 2022-25

<https://lighthousecharity.com/assets/general/publications/Lighthouse-Strategic-Plan.pdf>

we are about to embark on the creation and delivery of our new strategic plan for 2025-2028 and we are delighted to grow our team with the role of Fundraising and Business Development Lead, a key role within our Senior Leadership Team.

A key ambition of the new strategy will be our expansion across Northern Ireland and on an all island basis. With this firmly in mind, we will want the Fundraising and Business Development Lead to build a team throughout the term of this strategic plan that will enable us to achieve this ambition.

Job Purpose:

As a member of the Senior Leadership Team, the Fundraising and Business Development Lead will contribute to the strategic leadership, management and development of all donor relations, fundraising and communication activities throughout Northern Ireland.

They will be comfortable operating at the most senior level externally to devise and deliver excellent donor experiences, and adept at navigating complex internal environments. They will actively contribute to the forging of new relationships to build Lighthouse's visibility, impact and financial resources and the long-term sustainability of the charity.

This role will ensure:

- We have the necessary vision, leadership, and donor relationship skills which will enable Lighthouse to achieve its income generation targets.
- An involvement in the strategy and management of the organisation's development over the next three years with a focus on major donors, legacies, charitable trusts, corporate partnerships, and community fundraising.
- The identification and management of high value partners and responsibility for building a formal fundraising strategy/function as the organisation grows.
- The effective leading, motivating and development of current and new staff who will be instrumental in delivering the fundraising strategy.
- The integration of the training academy operations and strategy with the fundraising operation and strategy, thus maximising the income generation potential of both functions of Lighthouse.
- A 'one team' ethos ensuring achievement of organisational strategic aims and operational goals.

Main duties and responsibilities

Secure the funding and other resources needed to sustain Lighthouse's work in the long-term and significantly increase our donor and supporter base.

- Build, strengthen and maintain good relationships with funders and develop and liaise with key partners and major donors, ensuring that a donor database is effectively maintained.
- Develop direct relationships with corporate partners, growing the breadth and scale of corporate offerings and partnerships.
- Lead the development and implementation of an income generation strategy, which meets the requirements of Lighthouse.
- Raise funds from diverse sources in the most cost effective and sustainable way and embed a culture of effective donor relations across the organisation.
- Plan, direct, monitor and evaluate all fundraising targets.
- Plan and manage a calendar of Lighthouse donor relations activities and fundraising events throughout the year.
- Oversee the coordination, production and use of all necessary event related resources e.g. 'Just Giving', Lighthouse Newsletter, event posters and leaflets, press releases and PR campaigns.
- Increase our reach on an all island basis and maximise the impact of our social media channels.
- Help develop new income generating/business opportunities for Lighthouse, including products, services, and consultancy through Lighthouse.
- Meet monthly, quarterly targets in line with overall fundraising target/budget.
- Where deemed necessary, recruit, manage and ensure positive outcomes with consultants and marketing organisations to support the donor relations activities.
- Ensure all donor relations activities are up to date and comply with fundraising, data protection and other relevant legislation, standards, and best practice.

To lead, motivate and develop any staff involved in the donor relations function

- Establish a Donor Relations Workgroup consisting of staff, board members and significant others to support the donor relations work and fundraising.
- Develop work plans with actions, deliverables and targets for staff in the fundraising team.
- Provide line management and performance management directly to staff involved in donor relations ensuring effective communication, opportunities for staff to be involved in the planning, development and delivery of our work.
- Deliver line management inductions, supervision, and appraisal with staff.
- Oversee the development of a volunteer recruitment scheme.
- Ensure the staff are appropriately equipped, receive adequate training and continuing professional development opportunities to identify and deliver quality fundraising ventures.



- Collaborate with the staff to understand trends in presenting issues and forecast future anticipated trends ensuring annual CPD plans reflect the opportunities for learning and sharing.

To deliver on a range of events that support donor recruitment and contribute to short and long terms income generation.

- Work with the Donor Development Workgroup to maximise the impact and cultivate event attendees.
- Manage all aspects relating to the creation, coordination and execution of all Lighthouse sponsored fundraising events and donor recognition events.
- Develop event plans including budgets, marketing execution and evaluation.
- Oversee the procurement of event sponsorships

To work to support a 'One Lighthouse' ethos ensuring it achieves organisational strategic aims and operational goals.

- Participate, promote and work together with all areas/departments/projects to ensure a one Lighthouse culture throughout the organisation
- Ensure that Lighthouse policies and procedures, with particular emphasis on Equal Opportunities, Health and Safety and Child Protection are always adhered to.
- Collaborate with the Executive Director and Operations Manager to prepare monthly reports that will inform the progress of donor relations and fundraising within the organisation.
- Participate in and contribute to strategic and operational plans as required.
- Participate in events, conferences, courses, and meetings organised and or arranged by the organisation when required to do so.
- Represent Lighthouse on relevant networks, partnerships, awareness raising events as agreed.

The duties and responsibilities of this job description are neither definitive nor restrictive and can be modified to meet the changing needs of the organisation. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of staff are always expected to provide a caring service and to treat those with whom they encounter, in a courteous and respectful manner.

This post is subject to completion of an Enhanced Access NI check.

PERSON SPECIFICATION – Fundraising and Business Development Lead

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to NVQ level 4 or equivalent job-related experience 	<ul style="list-style-type: none"> • Management qualification • Evidence of ongoing continued professional development in the last 3 years
Experience	<ul style="list-style-type: none"> • Strong organisational skills including ability to meet demanding financial targets and deadlines and an exceptional eye for detail. • Experience of a broad range of fundraising activities including events, individual giving and high value fundraising donor development. • Experienced in seeking and securing corporate partnerships and/or sponsorship to support charitable aims. • Is well-networked and can bring new connections to Lighthouse with an interest in supporting our work. • Experienced and confident in approaching potential donors and in ‘making the ask’. • A proven ability to Teamwork and collaboration ability to build and manage relationships at all levels of seniority, inside and outside Lighthouse. • Producing reports and monitoring service performance • Meeting multiple deadlines and multi-tasking 	<ul style="list-style-type: none"> • Self-management: ability to work independently without reliance on formal line management authority

	<ul style="list-style-type: none"> • People management experience – staff or volunteers or both 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and awareness of maintaining boundaries and confidentiality appropriately • Clear understanding of the role of donor relationship management and fundraising within the charity sector 	<ul style="list-style-type: none"> • Working knowledge of Salesforce
Skills	<ul style="list-style-type: none"> • Excellent communication skills with previous experience of report writing, delivering presentations, and building relationships and partnerships • Excellent organisational, planning and time management skills • Strong IT Skills and the ability to use computer software packages • Ability to communicate effectively and sensitively • Excellent interpersonal skills, with significant experience of building, managing, and sustaining relationships with a wide range of people from multi-disciplinary backgrounds. • Self-motivated with ability to be a flexible and cooperative leader and member of the team. • Ability to use initiative and think creatively. • Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure. • Ability to understand the strategic aims of the organisation and to translate these into presentations 	<ul style="list-style-type: none"> • Strong leadership and interpersonal skills with the ability to influence, negotiate with, and inspire a diverse range of partners including senior managers.
Personal Characteristics	<ul style="list-style-type: none"> • Demonstrate a commitment to Lighthouse’s vision, mission, and values • Ability to prioritise, meet deadlines and use own initiative • Problem solving and solution focused 	

	<ul style="list-style-type: none">• Demonstrate commitment to continuous improvement• Team player	
Other	<ul style="list-style-type: none">• Access to a car with appropriate insurance and a valid driving license or be otherwise able to fulfil the mobility requirements of the post	