

# Analyst - Funding

## CANDIDATE BRIEFING DOCUMENT



**Transforming Social Impact**

# ABOUT 2INTO3

At 2into3, we work to build the capacity of organisations, enabling them to have a transformative social impact.

We are passionate about supporting people and organisations to have a greater impact in the community, whether they are a charity, sporting organisation, government body, social enterprise, philanthropist or private company.

With offices in Dublin, Newry, Cork and Galway, 2into3 works across the entire island of Ireland and has a proven track record with over 500 clients availing of our services.



## MISSION

Build the capacity of organisations to have a transformative social impact.

## VISION

Enabling a world where the social economy meets the needs of its people.

## WHAT DO WE MEAN BY SOCIAL ECONOMY?

By social economy we refer to all organisations who strive to have a public purpose and social impact. They are built on the principle that people come first and profits are reinvested into the organisation to further its mission.

## HOW WE ENABLE TRANSFORMATIVE SOCIAL IMPACT

Through our work we can help our clients achieve greater social impact. To date this impact has been delivered by more effective fundraising, ambitious yet achievable strategic plans, organisational structures that are fit for purpose, optimal funding is used, placing motivated people in the right roles or ensuring the correct governance measures are in place, to name but a few outcomes.

## OUR SERVICES

- **Talent Services** (including Senior Recruitment, Graduate Recruitment, Salary Benchmarking, and Nonprofit Talent Trends).
- **Advisory Services** (including Strategy, Organisational Design, Governance, Crisis Management and ESG).
- **Funding Services** (including Grants, Fundraising, Economic Appraisals, Feasibility Studies, and Irish Giving Index).

You can read more about 2into3 and our services on our website: [2into3.com](https://2into3.com)

## CONTEXT FOR APPOINTMENT

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Following the continued growth of its funding team, 2into3 are seeking an Analyst to support with the delivery of funding consulting assignments, particularly feasibility studies and grant applications.

This is an exciting and unique opportunity to work directly with mission-driven organisations, evaluate project viability, develop tailored funding strategies, and contribute to positive social impact.



## THE POSITION

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<b>Title</b>	<b>Analyst – Funding</b>
<b>Reporting to</b>	Director of Funding
<b>Place of Work</b>	<b>Dublin, Cork, Newry, or Galway</b> ( <i>with flexibility / hybrid working available, subject to business requirements</i> )
<b>Working Hours</b>	Full-time (37.5 hours per week)
<b>Nature of Post</b>	Permanent (following 6-month probationary period)
<b>Remuneration</b>	€30,000

## ROLE SUMMARY

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The post holder will be involved in the end-to-end process for assignments, from attending meetings with clients to understand their needs and developing high-quality proposals; to gathering and analysing quantitative and qualitative research and writing grant applications which will support our clients in securing public funding.

Working with the wider funding team, the Analyst will play a critical role in facilitating the delivery of consulting assignments, particularly feasibility studies and grant applications.

## Assignment Delivery

- Support with the end-to-end delivery of assignments using 2into3's processes, including client and stakeholder communications, project delivery, and preparation of recommendations.
- Utilise quantitative and qualitative research methods to analyse data related to nonprofit organisations, including financial data, socio-economic data, regional strategies and alternative service providers.
- With the support of our consultants, conduct financial appraisals to evaluate the costs, benefits, and risks of potential projects or opportunities, ensuring decisions align with organisational goals.
- Work on multiple projects simultaneously, ensuring that deadlines and client expectations are met.
- Build strong relationships with nonprofit clients, servicing as a trusted advisor and providing responsive support to their needs.
- Create clear and precise reports and presentations that highlight findings in an accessible format.
- Produce reports to government departmental standards such as Green Book Appraisals, Cost Benefit Analysis and Public Spending Code.
- Ensure the Director of Funding is kept informed of assignment progress, including possible risks to delivery and possible solutions.

## Business Development

- Research prospective clients and assignments, attend prospective client briefing meetings with the Director of Funding and assist in the defining of project methodologies and budgets.
- Manage the relationship with clients of strategic value with a view to securing further assignments and fostering partnerships with organisations.
- Keep abreast of business development opportunities including requests for tender and framework agreements.
- Support with Marketing including pitching and writing communication pieces, identifying and leveraging marketing opportunities, and networking.
- Help to maintain and secure 2into3's place as the market leading Funding Services firm in the nonprofit sector.

## Supporting the Funding Practice

- Keep informed of government strategic financial decisions and conduct in-dept research on government funding programmes at a local regional, national and European level.
- Maintain up-to-date information on prospective and current clients using tools such as Salesforce to record and maintain in a confidential and professional manner.
- Monitor and analyse trends in the nonprofit sector, specifically related to Grants and funding sources.
- Contribute to the continuous development of all systems, processes and resources to support the funding practice.
- Create insightful reports and presentations that communicate data-driven findings and actionable insights to clients and internal teams.
- Analyse key performance indicators to inform the economic feasibility of a project and its potential to attract specific funding sources.
- Assist the Director of Funding by participating in organisational development, strategic planning and budget planning with other members of the organisation.
- Participate as a full member of the team and contribute to all meetings and team development sessions.
- Act in accordance with the ethos of 2into3's mission.



**After 6 months in the role, the successful candidate will be expected to be working towards the following KPIs and priorities:**

- ✓ Establish working knowledge of the funding practice processes and models
- ✓ Develop a working relationship with existing practice team members
- ✓ Carry out independent research for feasibility studies
- ✓ Carry out independent research for business cases and financial appraisals
- ✓ Research potential new business leads for the practice
- ✓ Become proficient in the teams IT management and research systems

*These duties are a general guide to the responsibilities of the Analyst. They are neither definitive nor restrictive. The post-holder may be required to undertake other duties commensurate with the post, as designated by the Director of Funding Services.*



## PERSON PROFILE

We are encouraging applications from individuals with a commitment to the nonprofit sector and an understanding of the grants landscape from local and national government and EU grant sources.

The successful candidate will have a strong analytical skillset with excellent written communication skills, and will be comfortable with supporting the wider funding team.

The Analyst will have a track record of producing high quality work, a proven ability to work as part of a team and the ability to manage multiple assignments at once.



## CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
Third level qualification and work experience in a related field (e.g. business or Economics)	✓	
Analytical: Ability to synthesise information from different sources and communicate findings in a clear manner	✓	
Communication: Exceptional oral and verbal interpersonal and written communication skills, with a strong attention to detail	✓	
Teamwork: Strong commitment to teamwork with the ability to work in a collaborative manner in a small team environment and an ability to take ownership of work	✓	
Excellent IT skills: particularly MS packages e.g., Word, Excel, Outlook, and proficiency in using financial management software and tools	✓	
High degree of motivation, initiative, flexibility, and creativity	✓	
Strong passion for the work that 2into3 and its clients do and an understanding of the nonprofit sector and/or the area of funding	✓	
Project Management: highly organised with the ability to manage a varied workload and meet challenging deadlines		✓
Stakeholder Engagement: Ability to manage relationships at all levels of an organisation		✓
Business Development: Proven track record and a commitment to achieving team and individual targets		✓

## REMUNERATION

A salary of €30,000 per annum is offered for this position.

### Non-pay Benefits include:

- Hybrid working option
- Continuous professional development opportunities
- Bike to Work Scheme
- Tax Saver travel
- Opportunity to attend sector events to build your network



## APPLICATION PROCESS

If you think you have the skills required to add value to our funding team, please send your CV and a cover letter outlining why you believe you are a fit for the role (in Word doc format only) to Aoibh O'Shea.

All enquiries regarding the role will be held in strictest confidence.

Closing date for applications is **Monday, 24 February 2025**.

- **Website** [www.2into3.com](http://www.2into3.com)
- **E-Mail** [aobh.oshea@2into3.com](mailto:aobh.oshea@2into3.com)
- **Address** Huckletree in The Academy, 42 Pearse Street, Dublin, D02 YX88
- **Telephone** (086) 013 1561

*2into3 is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society. We therefore welcome suitable qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.*

*At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.*