



# Fundraising and Partnerships Manager

## Candidate Briefing Document



For almost 50 years in Northern Ireland and 21 years in the Republic of Ireland, Extern has worked alongside our funding partners to provide solutions to some of the most difficult societal issues.

Annually, we passionately support and speak out for over 15,000 children, individuals, and families. Our commitment lies in supporting them to triumph over their adversities, fostering positive change, and strengthening family bonds for a brighter future.

We operate in a rapidly changing landscape where fast-paced political, social, economic and technological shifts are reshaping the ways in which we operate. These changes challenge us to think differently, forge new partnerships and create greater impact than ever before.

**To learn more about Extern's broad range of services, visit our website [here](#).**



## VISION

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A society where everyone who faces crisis, discrimination, difficult personal challenges or societal inequalities, receives understanding and support towards a better tomorrow. Extern will play its part and will work to achieve this as a Trauma Informed Organisation.

## MISSION

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To deliver quality trauma informed services that tackle the biggest problems and challenges people face, and to support them to be safe, flourish, feel valued and hopeful. We will ensure that their voice is heard, always.

## RESOURCES

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Extern has over 600 staff and volunteers who support its work.

In 2024, Extern Ireland had an income of €13,280,404 and expenditure of €12,247,097. In the same period, Extern Northern Ireland had an income of £12,065,522 and an expenditure of £12,177,314.

Over 95% of income is secured through statutory contracts and government grants, with the remainder secured through donations and philanthropic grants.

## GOVERNANCE

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Extern is an all-island charity and CLG that is governed by a Board of Directors and is registered with the Charities Regulator in ROI and with the Charity Commission for Northern Ireland.



## VALUES

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Our values are an expression of what we believe in and they are the five main principles of trauma informed practice. These values guide everything we do and how we interact with everyone.

- **Safety:** We will focus on ensuring the physical, mental and emotional safety of both our staff and the people we serve.
- **Choice:** We believe in the importance of choice. This means giving people options and **respecting** their rights and responsibilities.
- **Collaboration:** We will work together, openly and honestly. Every interaction will be respectful and inclusive so that we deliver our services effectively. By advocating with others, we will influence policies that create positive changes in society.
- **Empowerment:** We will help people reach their personal goals by offering guidance and support. When people feel empowered, they grow in confidence and enjoy a more fulfilled life with a strengthened sense of purpose and worth.
- **Trustworthiness:** We will make sure our guidelines, policies and behaviours promote honesty and respect amongst our staff, service users and funding partners.

# CONTEXT FOR APPOINTMENT

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In line with Extern's strategic plan Vision 2030, this newly created position will lead the delivery of its fundraising strategy and the development of diversified, sustainable revenue streams from new sources of private funding, including philanthropic donations.

Sitting on the Operational Leadership Team, the post-holder will take the lead on developing the fundraising function within the organisation across the island of Ireland.



# THE POSITION

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<b>Title</b>	Fundraising and Partnerships Manager
<b>Reporting to</b>	Director of Communications, Engagement and Partnerships
<b>Direct Reports</b>	None (potential to grow team over time)
<b>Place of Work</b>	Naas, Co. Kildare or Ballyboggen, D11 (hybrid working model, minimum 2 days per week required working in office)
<b>Contract Type</b>	Permanent, following successful completion of 6-month probationary period.
<b>Working Hours</b>	37.5 standard hours (flexibility required and the ability to work unsociable hours on occasion)

# ROLE SUMMARY

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The Fundraising and Partnerships Manager will lead the implementation of its new fundraising strategy, diversify its funding mix and grow the fundraising potential of the organisation across the island of Ireland (North and South).

The post holder will have responsibility for growing streams of income from a range of benefactors, including major donors, philanthropic trusts and foundations and corporate partners. As an ambassador for Extern, the Fundraising and Partnerships Manager will lead out on campaigns, cultivate and build relationships with new and existing donors, and play a key role in supporting Extern to achieve its mission.

## Fundraising Strategy Implementation

- Identify and qualify prospective opportunities to build a strong and strategic fundraising pipeline North and South.
- Deliver a sustainable fundraising strategy for generating and growing revenues to ensure the provision of vital funds for Extern, through major gifts, philanthropic trusts and foundations and corporate partnerships.
- Create a calendar of relevant grant opportunities in collaboration with the Contracts and Tenders Manager.
- Review and allocate grant applications to relevant trust and foundations for targeted support in partnership with the Contracts and Tenders Manager.
- Develop, implement and monitor goals, objectives and KPIs to meet both short-term and long-term fundraising aspirations.
- Keep informed and abreast of developments in fundraising trends and funding opportunities across the sector and be aware of current market and economic factors influencing fundraising activities.
- Represent Extern at events, forums and conferences where required to promote partnership opportunities.



## Campaign Delivery, Reporting and Communications

- Develop and implement 'case for support' communications strategies which clearly define Extern's purpose and strengthen its philanthropic positioning, in collaboration with the Director of Communications, Engagement and Partnerships.
- Work closely across the organisation and collaborate to ensure the fundraising case for support reflects the needs of services.
- Develop a mechanism for impact reporting to measure and track outcomes and generate insights to a) provide regular reports which demonstrate the effectiveness of initiatives to donors, and b) update on fundraising activities and progress towards targets for fundraising to the Strategic Leadership Team.
- Ensure Extern's CRM is used to accurately record communication with contacts and track its donor pipeline and all fundraised income.



## Donor Engagement

- Develop and steward a prospect list by collaborating with and growing Extern's network - identifying and building sustainable and credible relationships with major donors, trusts and foundations and corporate partners across the island of Ireland.
- Maintain, develop and grow relationships with existing supporters through exceptional relationship management and face-to-face meetings with prospects.
- Prepare creative and accurate fundraising proposals, donor agreements, and any other materials needed to secure donations; and deliver compelling pitch presentations to prospective donors.

## Organisational Responsibilities

- Ensure all activity complies with Extern's policies and procedures, the Fundraising Codes of Good Practice, legislation governing charity activity and GDPR.
- Engage fully in the Extern supervision process for professional development and support.
- In conjunction with senior staff, assist in the supervision, management and training of new staff.
- Adhere to Extern's health & safety policies and procedures e.g., Lone Working Policy, Transport Policy.
- Complete training and adhere to all fire safety regulations
- Responsible for keeping updated on Extern's policies and procedures.
- Attend all core training, in line with Extern requirements.
- Identify and discuss professional training needs and training programmes with your line manager, in order to maximise your own potential.
- Utilise other forms of self-directed learning to maximise professional learning.

# PERSON PROFILE

Extern is seeking a highly experienced, ambitious, enthusiastic and results-driven fundraiser with a proven strong relationship building skillset. The ideal candidate will excel working within a highly collaborative and dedicated team while using their own initiative to implement the fundraising strategy.

This role requires a strategic fundraiser who can build upon Extern's existing supporter relationships whilst also identifying, cultivating, and stewarding new partnerships with major donors, corporate partners, and philanthropic trusts and foundations, to advance Extern's mission to deliver lasting social impact.



# CORE COMPETENCIES AND SKILLS

Core Criteria	Essential
5 years' experience working at a management level in a relationship focussed fundraising role. This must include two years' experience managing resources, finances, staff, etc.	✓
Minimum of a Degree Level Qualification (as set out in the RQF Framework) in a relevant field/subject	✓
Demonstrable track record of delivering on targets for fundraising campaigns, including corporate partnerships, major gifts, trusts and foundations	✓
Demonstrable exceptional relationship building skills and an ability to work with a diverse range of stakeholders	✓
A strategic mindset and demonstrable capability to plan and manage activities to achieve strategic funding outcomes	✓
Experience of creating fundraising materials, including case for support and donor agreements	✓
Strong understanding of non-profit governance and regulatory requirements	✓
Strong understanding of and passion for the mission and vision of Extern	✓
IT competent, including use of Microsoft Office 365 applications	✓
Full driving licence valid for use in UK and Ireland and access to use of a car, with appropriate business insurance (please note relevant business insurance will be required on commencement of employment)	✓
Excellent organisational skills with the ability to manage multiple priorities, meet completing deadlines and work autonomously	✓
Outstanding written and verbal skills and ability to present to senior stakeholders	✓
Full permission to work in both the Republic of Ireland and Northern Ireland	✓

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.*

# PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

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**In your first 6 months in the role, you will lead on the following priorities:**

- ✓ Complete a thorough induction to understand the organisation's services, impact, finances, current supporters, and how everything operates internally.
- ✓ Build credible working relationships with key internal and external stakeholders.
- ✓ Develop a pipeline of donors, including philanthropic trusts and foundations, major donors and corporate partners.
- ✓ Identify potential corporate partners in Northern Ireland and Republic of Ireland and develop an attractive offer of engagement.
- ✓ Implement robust systems and processes to manage the fundraising pipeline and monitor performance against targets in line with the fundraising strategy.

# REMUNERATION

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The salary for this role will be in the range of €70,693 - €83,171 per annum, in line with Grade 7 in the salary scale for the organisation.

## **Other benefits and supports include:**

- 6.5% employer pension contribution and 3.5% employee contribution
- 26 days annual leave rising to 28 days after 3 years and 32 days after 5 years
- 12 statutory days leave
- Death in Service Benefit
- Occupational Sick Pay
- Mileage paid in line with civil service rates
- Flexible working arrangements



## APPLICATION PROCESS

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**Recruitment for this role is being managed exclusively by 2into3.**

If you are a strategic and relationship-focussed fundraising professional looking to take on a new challenge, please send your CV (2 pages max.) and cover letter outlining your suitability for the role to **Orla Dolan, Consultant – Talent, 2into3**.

The closing date for applications is **12 noon, Friday 6<sup>th</sup> February 2026**.

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

- **E-mail** [orla.dolan@2into3.com](mailto:orla.dolan@2into3.com)
- **Mobile** + 353 86 792 4696
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** [www.2into3.com](http://www.2into3.com)

*Extern is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society. Please note that the permission to work in both ROI and Northern Ireland is required for this position.*

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

*All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our [Privacy Statement](#).*

*This position will be offered subject to Garda vetting / Access NI vetting and pre-employment reference checks.*