



**JOB TITLE:** Fundraising Officer

**LOCATION:** Belfast Offices - Remote Working Available

**HOURS:** 25-37.5 hours per week (Flexible to full-time)

**RESPONSIBLE TO:** Chief Executive (and fundraising committee)

**SALARY:** 25,000 - 30,000 pro rata (dependent on experience)

**PURPOSE OF ROLE:**

The purpose of this role is to support the financial health and future growth of Dreamscheme by helping to raise funds, build donor relationships, support communications and contribute to the charity's long-term sustainability. The postholder will work closely with the Chief Executive and Fundraising Committee to deliver agreed fundraising plans and income targets.

This is a great opportunity for someone who is motivated, organised, and confident in writing, relationship-building, and fundraising coordination. As a small charity, we are seeking someone who is practical, adaptable, and able to work both independently and collaboratively.

**KEY RESPONSIBILITIES AND TASKS**

You'll need to:

**1. Fundraising Applications**

- a. Prepare and submit fundraising grant applications to trusts, statutory bodies and other potential income sources (such as businesses, churches, etc.)
- b. Research and identify new funding opportunities that align with Dreamscheme's mission and priorities.
- c. Support the Chief Executive and Fundraising Committee to deliver the annual fundraising plan and contribute to income targets.

**2. Local Fundraising Campaigning and Events**

- a. Plan and deliver 1-2 fundraising campaigns per year through event coordination (in-person and online), promotion and logistics.
- b. Lead local fundraising initiatives such as Collection Boxes

**3. Reporting and Communications**

- a. Ensure funder reports and updates are prepared accurately and submitted on time
- b. Maintain regular, positive communication with key funders, in consultation with the Chief Executive and the Fundraising Committee.
- c. Communicate appeals, thank you letters and videos as well as leading on bi-monthly newsletters.



## DESIRABLE RESPONSIBILITIES AND TASKS

*(if applicable for hours)*

### 4. Donor Recruitment and Support

- a. Support the Chief Executive and Business Development team to identify and recruit individual and business donors.
- b. Help develop relationships with supporters, funders, and prospective donors, along with presenting to new potential supporters.

### WORKING HOURS:

- Office-based on Monday with the rest of the team to support and collaborate - flexible the rest of the week.
- Evening and weekend work required when such opportunities arise, e.g. Stakeholder Events, Fundraising Events.

| Essential criteria  | Desirable criteria  |
|---|---|
| A committed Christian who has sympathy and buy-in to Dreamscheme ethos                            | A degree or equivalent qualification in a relevant subject such as communications, marketing, business, English, or public relations. |
| Minimum of 2 years' experience in fundraising, charity, youth work, or community work experience. | Some related fundraising experience in the youth work and/or charity.   |
| Excellent written and verbal communication skills for funders and businesses.                     | An up-to-date understanding of the issues affecting young people's lives.   |
| Good administrative and organisational ability to meet deadlines                                  | Confidence in using short-form media content creation to help showcase the ongoing work of Dreamscheme. (Capcut, Canva, etc).         |
| Good capability in word processing systems (Microsoft, Google).                                   | Ability to work on own initiative as well as part of a team.  |
| Excellent understanding of Dreamscheme, its programmes, purpose and impact.                       |   |
| Experience working within a professional team environment.  |   |



## **WHY JOIN US?**

At Dreamscheme, you will be part of a team that is committed to transforming the lives of young people through consistent support, mentoring, and community-based youth work. Your contribution will directly help us reach more young people, build stronger local relationships, and create new growth opportunities.

This role is ideal for someone who wants to use their fundraising skills in a practical, meaningful way within a small and ambitious charity. You will have the chance to shape the role, build relationships, and make a visible difference.

## **BENEFITS**

- A supportive and collaborative team culture
- Monthly one-to-one support meetings with your line manager
- Flexible working arrangements
- Office space with free parking close to local amenities
- Opportunities to develop within a growing organisation
- 28 days of annual leave. This entitlement is inclusive of bank and public holidays. You will be granted additional fixed closures determined by the Chief Executive, with set closure dates throughout the year, e.g., the Christmas period.
- Pension contribution.

**PROBATIONARY PERIOD:** The first twelve months of employment will be probationary, with regular reviews held with the manager throughout this time. Appointment confirmation will be granted upon a satisfactory appraisal being completed after twelve months. Dreamscheme NI reserves the right to extend the probationary period if required.

## **[APPLY HERE](#)**

**Please fill out the above application, and send your CV to [recruiting@dreamschemeni.org](mailto:recruiting@dreamschemeni.org)**