

Funding & Grants Officer

Position: Fundraiser and Grants Officer
Reports to: Head of People and Operations
Location: Belfast
Contract Type: 37 hours: Permanent
Salary: £27,437- £29,439

About Nexus

Nexus is a Northern Ireland wide charity and 2024 marked 40 years of providing services in supporting victims and survivors of sexual abuse and abusive relationships.

Every year in Northern Ireland there are thousands of sexually violent crimes reported to PSNI, and thousands more that go unreported. Without specialist support like ours, victims of these crimes will find it even harder to deal with the trauma they experience. The impact of this trauma can be devastating and is lifelong.

We deliver a range of bespoke and specialised supports and services including:

- Trauma informed counselling to those affected by sexual assault and trauma from age 8
- Post counselling support and follow-up
- A UK wide 24 hour Domestic and Sexual Abuse Helpline, which is funded by the Department of Health, Department of Justice, and the Department for Communities in Northern Ireland
- Education and Training initiatives delivered to a breadth of organisations, professionals, parents, schools and young people on topics such as consent, child sexual exploitation, handling disclosures and healthy relationships.

Our most recent strategic plan (2023- 2026), latest reports, policies and research can be viewed here: [About - Nexus NI](#)

We use lived experience, professional expertise and research to improve the development of relevant policy, practice and service commissioning.

We stimulate debate so our society becomes more informed and confident in speaking out and challenging sexual abuse and abusive relationships to break the cycle.



Our people are vital to the success of the organisation, they are a dedicated and professional group of individuals who uphold our values through the delivery of specialist, quality driven and sustainable services.

The Role

At Nexus, we are dedicated to ensuring the long-term sustainability of our services, which empower and support our clients and service users. As we grow and diversify, we aim to develop an ambitious fundraising campaign, including major capital appeals, and to deliver a culture of philanthropy and corporate partnerships.

Join us on this exciting journey to make a significant impact across Northern Ireland as we develop our services and provide sustainable recovery to enable people to thrive.

As a Fundraiser and Grants Specialist, you will play a pivotal role in supporting Nexus's growth and sustainability.

Collaborating closely with the Senior Leadership Team (SLT), and key stakeholders, you will develop our fundraising efforts and secure vital funds through trusts, foundations, and other funding bodies. Your work will be instrumental in achieving ambitious income targets while strengthening our organisational impact.

What We Offer

- Hybrid working & 4 day working week: currently under consideration: 4-day week (30 hours) with full pay (details to be confirmed)
- An opportunity to make a meaningful impact within a dynamic and growing organisation.
- Collaborative and supportive working environment.
- Opportunities for professional growth and development.
- Pension auto enrolment after 3 months and pension contributions of 7.5% after 2 years continuous service
- Westfield Health membership

Key Responsibilities

Fundraising Strategy and Execution

- Collaborate with the Senior Management Team to develop a medium-to-long-term fundraising strategy focused on sustainable income streams.

- Proactively identify, research, generate new and pipeline fundraising opportunities, progressing them to application stage to meet fundraising targets.
- Build and maintain strong relationships with trust and foundation funders through face-to-face engagements, events, and regular communications.
- Develop and submit high-quality applications, including detailed budgets, for funding opportunities, securing grants ranging from five to six figures.
- Support Nexus events to encourage donors and fundraising activities through pro- active engagement with key stakeholders having built a network of contacts who have a passion for making a difference through the work we do.

Account Management

- Deliver professional account management, ensuring timely and accurate updates and impact reports for funders, securing continuation and increased funding.
- Collaborate with internal teams (Clinical, Early Intervention, Prevention, Finance) to ensure compliance and progress monitoring for all funded projects.
- Pro- actively navigate the E- Tenders process to ensure all opportunities are explored to generate new opportunities for income and to expand our provision of services.
- Maintain up-to-date records and ensure GDPR compliance for all trust and foundation contracts.

Collaboration and Internal Engagement

- Work across the organisation to generate a culture of philanthropy and partnership, supported by the Senior Leadership Team and CEO.
- Represent Nexus at external events and in discussions with key stakeholders to enhance organisational visibility and reputation.
- Contribute to interdepartmental working groups and strategic planning to ensure alignment with organisational objectives.

Personal Development

- Stay informed about the trusts and foundations industry and emerging best practices through networking, training, and ongoing professional development.

Essential Criteria

- Proven experience with at least 5 years in trust and foundation fundraising, with a strong track record of securing significant funding.
- Exceptional communication and relationship-building skills to engage funders, stakeholders, and partners effectively.
- Strong research and analytical skills to identify new funding opportunities and create compelling, evidence-based proposals.
- Financial literacy to develop detailed budgets and monitor income and expenditure targets.
- Ability to manage multiple projects, meet deadlines, and deliver high-quality outputs under pressure.
- A team player with excellent organisational skills and attention to detail.
- Passionate about Nexus's mission and motivated to contribute to its growth and sustainability.

Desirable Criteria

- Previous experience of working in the charity/ voluntary sector